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A

Access	The ability and opportunity to gain knowledge of classified information.
Activity Address Code (AAC)	A distinct six-position code consisting of a combination of alpha and/or numeric characters assigned to identify specific agency offices, units, activities, or organizations by the General Services Administration (GSA) for civilian agencies and Department of Defense (DOD) for defense agencies.

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C

CAGE Code	Commercial and Government Entity Code: a five-position code that identifies contractors doing business with the Federal Government, North Atlantic Treaty Organization or (NATO) member nations, and other foreign governments and is used to support a variety of mechanized systems throughout the Government and provides for a standardized method of identifying a given facility at a specific location.
Classified Contract	Any contract requiring access to classified information by a contractor or his or her employees in the performance of the contract. A contract may be a classified contract even though the contract document is not classified. The requirements prescribed for a “classified contract” also are applicable to all phases of pre-contract activity, including solicitations (bids, quotations, and proposals), pre-contract negotiations, post-contract activity, or other Government Contracting Activity (GCA) programs or projects which require access to classified information by a contractor.
Classified Information	Information that has been determined pursuant to Executive Order (E.O.) 13526 or any predecessor order to require protection against unauthorized disclosure in the interest of national security. The term includes National Security Information (NSI), Restricted Data (RD), and Formerly Restricted Data (FRD).
Classified Information Nondisclosure Agreement (NDA) Standard Form (SF 312)	An official authorized contract between an individual and the U.S. Government signed by the individual as a condition of access to classified information. This contractual agreement, which is signed prior to the individual’s access, addresses the individual’s responsibilities to protect classified information and the

penalties for non-compliance.

Classified Meeting

Classified meetings are sponsored by the Government Contracting Activity (GCA). Meetings often represent different Government organizations and cleared contractor facilities at a conference, seminar, symposium, exhibit, convention, training course, or other event during which classified information is disclosed.

Classified Visit

A visit during which a visitor will require, or is expected to require, access to classified information. The intent of the visit must be for a lawful and authorized U.S. Government purpose.

Cleared Contractor

A person or facility operating under the National Industrial Security Program (NISP) that has had an administrative determination that they are eligible, from a security point of view, for access to classified information of a certain level and all lower levels.

Cleared Contractor Facility

Any industrial, educational, or commercial facility or other entity that has been granted a favorable entity eligibility determination, also referred to as a facility security clearance (FCL), under the NISP.

Cleared Employees

All contractor employees granted a Personnel Security Clearance (PCL) and all employees being processed for such a clearance.

Compromise

Disclosure of information to unauthorized persons, or a violation of the security policy of a system in which unauthorized, intentional or unintentional disclosure, modification, destruction, or loss of an object may have occurred.

Contractor

Any industrial, educational, commercial, or other entity that has been granted an entity eligibility determination by a Cognizant Security Agency (CSA). This term also includes licensees, grantees, or certificate holders of the United States Government (USG) with an entity eligibility determination granted by a CSA. As used in the 32 CFR Part 117, National Industrial Security Program Operating Manual (NISPOM), “contractor” does not refer to contractor employees or other personnel.

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Defense Counterintelligence and Security Agency (DCSA)

DCSA supports national security and the service members, secures the nation's technological base, and oversees the protection of U.S. and foreign classified information in the hands of industry. DCSA accomplishes

	<p>this mission by clearing industrial facilities, accrediting information systems, facilitating the personnel security clearance process, delivering security education, training, and certification, and providing information technology services that support the industrial and personnel security missions of DOD and its partner agencies. The Under Secretary of Defense for Intelligence and Security (USD(I&S)), provides authority, direction, and control over DCSA.</p>
<p>Defense Counterintelligence and Security Agency (DCSA) Industrial Security Representative (ISR)</p>	<p>Local representative from the DCSA that provides advice and assistance to establish the security program and to ensure a facility is in compliance with the NISP.</p>
<p>Department of Defense (DOD)</p>	<p>The largest of five CSAs, having issued the most classified contracts to industry. Additionally, the Secretary of Defense has entered into agreements with other federal agencies for the purpose of rendering industrial security services.</p>
<p>Department of Defense Contract Security Classification Specification (DD Form 254)</p>	<p>This document provides security guidance to both the contractor and the Government. It is a legal document that directs the contractor about the proper protection of classified material released under the contract.</p>
<p>Department of Defense (DOD) Personnel Security System of Record</p>	<p>System of record for personnel security, adjudication determination, clearance, verification, and history.</p>
<p>Department of Defense Secure Access File Exchange (DOD SAFE)</p>	<p>A web-based file transfer service that enables users to send and receive large files up to 8GB. DOD SAFE is approved for Controlled Unclassified Information (CUI), Personally Identifiable Information (PII) and Protected Health Information (PHI) data.</p>
<p>Disclosure Authority</p>	<p>Authority to disclose classified information, whether disclosure is by officials of industry or Government, must be granted by the Government agency activity that has classification jurisdiction over the information to be disclosed.</p>

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<p>Eligibility</p>	<p>A formal determination that a person meets the personnel security requirements for access to classified information, occupancy of a sensitive position, suitability or fitness for Government employment, or fitness to perform work for or on behalf of the Government as a contractor employee. Also known as a trust determination.</p>
<p>Escort</p>	<p>An authorized employee or security personnel responsible for accompanying employees or visitors throughout a facility to prevent the possibility of access to information for which they are not authorized.</p>

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Facility	A plant, laboratory, office, college, university, or commercial structure with associated warehouses, storage areas, utilities, and components that, when related by function and location, form an operating entity.
Facility Clearance (FCL)	An administrative determination that, from a security viewpoint, an entity is eligible for access to classified information of a certain level (and all lower levels). Also known as a favorable entity eligibility determination.
Facility Security Officer (FSO)	A U.S. citizen employee, appointed by a contractor, who will supervise and direct security measures necessary for implementing the NISPOM and other Federal requirements for classified information.
FCL System of Record	The electronic system that all companies must use while in process for an FCL or to report a changed condition. It is also a repository of information about DOD cleared contractor facilities. The system has internal users (with full access such as DCSA personnel) and external users (with limited access).

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Government Contracting Activity (GCA)	An element of an agency designated by the agency head and delegated broad authority regarding acquisition functions.
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Host Organization	The organization hosting a visitor for a classified meeting or visit. They are responsible for verifying the visitor's Personnel Security Clearance (PCL), need-to-know (NTK), and justification for the classified meeting or visit.
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N

National Industrial Security Program (NISP)

Established by Executive Order 12829 for the protection of classified information released or disclosed to industry in connection with classified contracts. The NISP applies standards for the protection of classified information released or disclosed to contractors of all Federal executive branch departments and agencies. Requirements of the NISP are stated in the 32 CFR Part 117, National Industrial Security Program Operating Manual (NISPOM).

National Industrial Security Program Operating Manual (NISPOM) - 32 CFR Part 117

Implements policy, assigns responsibilities, establishes requirements, and provides procedures consistent with Executive Order 12829, "National Industrial Security Program;" Executive Order 10865, "Safeguarding Classified Information within Industry" and 32 Code of Federal Regulation Part 2004, "National Industrial Security Program." Outlines the protection of classified information that is disclosed to, or developed by contractors, licensees, grantees, or certificate holders to prevent unauthorized disclosure.

Need-to-know (NTK)

A determination made by an authorized holder of classified information that a prospective recipient has a requirement for access to, knowledge, or possession of the classified information to perform tasks or services essential to the fulfillment of a classified contract or program.

North Atlantic Treaty Organization (NATO)

An intergovernmental military alliance that consists of 29 independent member countries across North America and Europe. NATO constitutes a system of collective defense whereby its member states agree to mutual defense in response to an attack by any external party.

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P

Personally Identifiable Information (PII)

Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

Personnel Security Clearance (PCL)

The administrative determination that an individual is eligible, from a security point of view, for access to classified information of the same or lower category as the

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level of the PCL being granted. Also referred to as National Security Eligibility Determination.

Portable Electronic Device (PED)

A mobile device that transmits, stores, or records data. Examples range from handheld, lightweight electronic devices such as tablets, e-readers, and smartphones to small devices, such as MP3 players.

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Security Classification Guide (SCG)

A document issued by an authorized original classifier that identifies the elements of information regarding a specific subject that must be classified and prescribes the level and duration of classified and appropriate declassification instructions. (Classification guides are provided to contractors by the Contract Security Classification Specification).

Standard Form (SF) 312, Classified Information Nondisclosure Agreement

An agreement between the United States Government (USG) and an individual, who is determined eligible for access to classified information. The NDA must be executed prior to being granted access to classified information.

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Technology Control Plan (TCP)

The document that identifies and describes sensitive program information; the risks involved in foreign access to the information, the participation in the program or foreign sales of the resulting system, and the development of access controls and protective measures as necessary to protect the U.S. technological or operational advantage represented by the system.

Transmission

The sending of information from one place to another by audio, microwave, laser, or other non-connective methods, as well as by cable, wire, or other connective mediums. Transmission also includes movement involving the actual transfer of custody and responsibility for a document or other classified material from one authorized addressee to another.

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Uncleared Visitor

A person not authorized to have access to specific classified information in accordance with the requirements in 32 CFR Part 117.

United States (U.S.)

The 50 states and the District of Columbia.

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Visit Authorization Letter (VAL)

If a visit requires access to classified information, the visitor organization submits a VAL via fax or encrypted email. The VAL is used to verify a visitor's Personnel Security Clearance (PCL) and need-to-know. It is an alternate method to the Visit Authorization Request (VAR) for visit authorization verification.

Visit Authorization Request (VAR)

If a visit requires access to classified information, the visitor organization electronically submits a VAR through the DOD Personnel Security System of Record, which provides real-time information about the visitor's Personnel Security Clearance (PCL). This is the primary means for submitting classified visit requests.

Visitor Organization

The organization that provides a visit authorization, either through the DOD Personnel Security System of Record, or a Visit Authorization Letter (VAL), for a visitor to meet with another organization for a classified visit or meeting.

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