

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

A	
<b>Access</b>	The ability and opportunity to gain knowledge of classified information.
<b>Approved Methods</b>	Approved methods are methods for repairing security containers and are obtained from the Cognizant Security Agency (CSA). A container that has been repaired using methods other than approved methods may no longer be used for storage of SECRET information even with supplemental controls.
<b>Activity</b>	Department of Defense (DOD) unit, organization, or installation performing a function or mission.
<b>Approved Security Container</b>	A security file container, originally procured from a Federal Supply Schedule supplier that conforms to federal specifications and bears a "Test Certification Label" on the locking drawer attesting to the security capabilities of the container and lock. Such containers will be labeled "General Services Administration Approved Security Container" on the face of the top drawer. Acceptable tests of these containers can be performed only by a testing facility specifically approved by General Services Administration (GSA).
<b>Approved Vault</b>	A vault constructed in accordance with National Industrial Security Operating Manual (NISPOM) and approved by the CSA.
<b>Authorized Person</b>	A person who has a favorable determination of eligibility for access to classified information, has signed an approved Nondisclosure Agreement (NDA), and has a Need-to-Know (NTK).

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**C**

<b>Center for Development of Security Excellence (CDSE)</b>	A nationally accredited, award-winning directorate within the Defense Counterintelligence and Security Agency (DCSA). CDSE provides security, training and certification products and services for the DOD and industry.
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<b>Classification Level</b>	Classification levels are applied to national security information that, if subject to unauthorized disclosure, could reasonably be expected to cause damage, serious damage or exceptionally grave damage to national security. Each level has its own requirement for safeguarding information. The higher the level of classification, the more protection the classified information requires to reasonably prevent the possibility of its loss or compromise. Those levels, from lowest to highest, are CONFIDENTIAL, SECRET and TOP SECRET.
<b>Classification-pending</b>	Documents that require a classification determination from the Government Contracting Activity (GCA).
<b>Classified Contract</b>	Any contract requiring access to classified information by a contractor and its 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 GCA program or project which requires access to classified information by a contractor.
<b>Classified Information</b>	Official 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 which has been designated. The term includes National Security Information (NSI), Restricted Data (RD) and Formerly Restricted Data (FRD).
<b>Classified Visit</b>	A visit during which a visitor will require, or is expected to require, access to classified information.
<b>Classified Waste</b>	Classified information that is no longer needed and is pending destruction.
<b>Classified Working Papers</b>	Documents that are generated in the preparation of a finished document.
<b>Cleared Commercial Carrier</b>	A carrier authorized by law, regulatory body, or regulation to transport SECRET material and has been granted a SECRET Facility Clearance (FCL).
<b>Cleared Contractor</b>	All contractors who safeguard classified information disclosed during all phases of the contracting, licensing, and grant process, including bidding, negotiation, award, performance, and termination. Any industrial, educational, commercial, or other entity that has been granted an FCL by a CSA and participating in the National Industrial Security Program (NISP)
<b>Cleared Employees</b>	All employees of industrial or commercial contractors, licensees, certificate holders, or grantees of an agency, as well as all employees of subcontractors and personal services contractor personnel, and who are granted favorable eligibility determinations for access to classified information by a Cognizant Security Agency (CSA) or are being processed for eligibility determinations for access

to classified information by a CSA. A contractor may give an employee access to classified information in accordance with the applicable provisions of the NISPOM.

**Closed Area**

An area that meets the requirements of the NISPOM for safeguarding classified material that, because of its size, nature, or operational necessity, cannot be adequately protected by the normal safeguards or stored during non-working hours in approved containers.

**Cognizant Security Agency (CSA)**

Agencies of the Executive Branch that have been authorized by E.O. 12829 to establish an industrial security program to safeguard classified information under the jurisdiction of those agencies when disclosed or released to U.S. industry. These agencies are the DOD, Department of Energy (DOE), Office of the Director of National Intelligence (ODNI), Nuclear Regulatory Commission (NRC) and Department of Homeland Security (DHS).

**Cognizant Security Office (CSO)**

The organizational entity delegated by the Head of a CSA to administer industrial security on behalf of the CSA.

**Common Access Card (CAC)**

A CAC is a DOD smart card for multifactor authentication. CACs are issued as standard identification for active-duty military personnel, reserve personnel, civilian employees, non-DOD government employees, state employees of the National Guard and eligible contractor personnel.

**Communications Security (COMSEC)**

Protective measures taken to deny unauthorized persons information derived from telecommunications of the U.S. Government relating to national security and to ensure the authenticity of such communications.

**Company**

A generic and comprehensive term which may include sole proprietorships, individuals, partnerships, corporations, societies, associations, and organizations usually established and operating to carry out a commercial, industrial or other legitimate business, enterprise, or undertaking.

**Compromise**

An unauthorized disclosure of classified information.

**CONFIDENTIAL**

The classification level applied to information, the unauthorized disclosure of which reasonably could be expected to cause damage to the national security that the original classification authority is able to identify or describe.

**Contract Security Classification Specification (DD Form 254)**

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.

<b>Contracting Officer (CO)</b>	A government official who, in accordance with departmental or agency procedures, has the authority to enter into and administer contracts and make determinations and findings with respect thereto, or any part of such authority. The term also includes the designated representative of the contracting officer acting within the limits of his or her authority.
<b>Contractor</b>	Licenseses, grantees, and certificate holders, to the extent legally and practically possible within the constraints of applicable law and the Code of Federal Regulations.
<b>Custodian</b>	An individual who has possession of, or is otherwise charged with, the responsibility for safeguarding classified information.

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<b>D</b>	
<b>Declassification (also Declassify)</b>	The determination that classified information no longer requires, in the interest of national security, any degree of protection against unauthorized disclosure, together with removal or cancellation of the classification designation.
<b>Defense Counterintelligence and Security Agency (DCSA)</b>	The DCSA is an agency of the DOD with field offices throughout the U.S. and provides the military services, defense agencies, other federal agencies and cleared contractor facilities with security support services. DCSA is the security agency in the federal government dedicated to protecting America's trusted workforce and trusted workspaces — real or virtual. DCSA joins two essential missions: Personnel Vetting and Critical Technology Protection, supported by Counterintelligence and Training, Education and Certification functions. DCSA services over 100 federal entities, oversees 10,000 companies, and conducts approximately 2 million background investigations each year.
<b>Department of Defense (DOD)</b>	The DOD is an executive branch department of the federal government of the U.S. charged with coordinating and supervising all agencies and functions of the government concerned directly with national security and the U.S. Armed Forces. The major elements of these forces are the Army, Navy, Marine Corps, and Air Force.
<b>Derivative Classification</b>	The incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the classification markings that apply to the source information. Derivative classification includes the classification of information based on classification guidance. The duplication or reproduction of existing classified information is not derivative classification
<b>Document</b>	Any recorded information, regardless of the nature of the medium or the method or circumstances of recording.

## **DOD Personnel Security System of Record**

A system of record for personnel security, adjudication determination, clearance, verification, and history. The term applies not only to this system but to any successor of the DOD personnel security system of record.

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## **E**

### **Eligibility**

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; eligibility for logical and physical access; or fitness to perform work for or on behalf of the Government as a contractor employee.

### **Escort**

A cleared person designated to accompany personnel that do not have the appropriate PCL or access and monitor their movements while in the secure area or building.

### **Executive Order (E.O.)**

An order issued by the President to create a policy and regulate its administration within the Executive Branch.

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## **F**

### **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 (Security) Clearance (FCL)**

An administrative determination that, from a security viewpoint, a company is eligible for access to classified information of a certain category (and all lower categories). FCL is also referred to as an 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.

### **FED-STD-809**

Neutralization and Repair of GSA-approved containers and vault doors.

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## **G**

### **General Services Administration (GSA)**

The GSA supplies products and communications for U.S. Government offices, provides transportation and office space to Federal employees, and develops Government wide, cost-minimizing policies, among other management tasks.

### **Government Contracting Activity (GCA)**

An element of an agency designated by the agency head and delegated broad authority regarding acquisition functions.

### **GSA Storage Equipment**

GSA establishes and publishes uniform standards, specifications, and supply schedules for units and key-operated and combination padlocks suitable for the storage and protection of classified information.

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## H

<b>Home Office Facility (HOF)</b>	The headquarters company of a Multiple Facility Organization, (MFO).
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## I

<b>Industrial Security</b>	That portion of information security concerned with the protection of classified information in the custody of U.S. industry.
<b>Industrial Security Letters (ISL)</b>	Documents that provide detailed operational guidance and notification of changes to or clarification of existing policies or requirements to the NISPOM.
<b>Industrial Security Representative (IS Rep)</b>	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 National Industrial Security Program (NISP).
<b>Information</b>	Any knowledge that can be communicated or documentary material, regardless of its physical form or characteristics.
<b>Information Management System (IMS)</b>	A system to protect and control classified information as required by NISPOM. The IMS must be capable of facilitating retrieval and disposition of classified material in a reasonable period of time.
<b>Information System (IS)</b>	An assembly of computer hardware, software, and firmware configured for the purpose of automating the functions of calculating, computing, sequencing, storing, retrieving, displaying, communicating, or otherwise manipulating data, information and textual material.
<b>Information System Security Professional /Security Control Assessor (ISSP/SCA)</b>	An employee of DCSA that performs oversight of a contractor's information system processing classified information and provides an authorization decision recommendation to the Authorizing Official (AO).
<b>Intrusion Detection System (IDS)</b>	A security system that is designed to detect a change in the environment and transmit some type of alarm notification.

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M	
<b>Material</b>	Any product or substance on or in which information is embodied.
<b>Multiple Facility Organization (MFO)</b>	A legal entity (single proprietorship, partnership, association, trust, or corporation) composed of two or more contractors.

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N	
<b>National Industrial Security Program (NISP)</b>	The NISP was established by E.O. 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 NISPOM.
<b>National Industrial Security Program Operating Manual (NISPOM)</b>	A manual issued in accordance with the NISP that prescribes the requirements, restrictions, and other safeguards to prevent unauthorized disclosure of classified information.
<b>Need-to-Know (NTK):</b>	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.
<b>Non-Working Hours (Non-WH)</b>	Non-WH includes any time of day when cleared employees are not in the work area, a work force not working on a regularly scheduled shift.
<b>North Atlantic Treaty Organization (NATO)</b>	<p>Military alliance formed to enforce the North Atlantic Treaty of 1949.</p> <p>NATO Information: Information bearing NATO markings, indicating the information is the property of NATO, access to which is limited to representatives of NATO and its member nations unless NATO authority has been obtained to release outside of NATO.</p>

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P	
<b>Parent Corporation</b>	A corporation that owns at least a majority of another corporation's voting securities.
<b>Perimeter Controls</b>	Perimeter controls are entry and exit inspections that deter and detect the introduction or removal of classified information from a facility without proper authority.

**Personnel (Security) Clearance (PCL)**

An 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 level of the personnel clearance being granted.

**Prime Contract**

A contract let by a GCA to a contractor for a legitimate government purpose.

**Prime Contractor**

The contractor who receives a prime contract from a GCA and is responsible for disclosing classified information to cleared subcontractors.

**Q**

**Qualified Products List (QPL)**

A QPL is a list of products that have met the qualification requirements stated in the applicable specification, including appropriate product identification and test or qualification reference number, with the name and plant address of the manufacturer and distributor, as applicable. A QPL listing is used by government activities to determine approved sources of supply for items they wish to procure.

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**R**

**Restricted Area**

A controlled access area established to safeguard classified material, that because of its size or nature, cannot be adequately protected during working hours by the usual safeguards, but that is capable of being stored during non-working hours in an approved repository or secure by other methods approved by the CSA.

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**S**

**S&G 2740B**

One of the currently approved model of locks under Federal specification FF-L-2740B.

**S&G 8077AD**

One of the currently approved model of locks under Federal specification FF-L-2740B.

**Safe**

See Approved Security Container

**SECRET**

The classification level applied to information, the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security that the original classification authority is able to identify or describe.

**Security in Depth (SID)**

A determination made by the CSA that a contractor's security program consists of layered and complementary security controls sufficient to deter and detect unauthorized entry and movement within the facility.

**Security Training Education and Professionalization Portal (STEPP)**

The learning management system used by the CDSE. STEPP is where the list of courses is maintained and where student information and course transcripts are maintained.



<b>Solicitation</b>	Any request to submit offers or quotations to the government. Solicitations under sealed bid procedures are called Invitations For Bids (IFB). Solicitations under negotiated procedures are called Requests For Proposals (RFP). Solicitations under simplified acquisition procedures may require submission of either a quotation or an offer.
<b>Standard Practice Procedures (SPP)</b>	A document(s) prepared by a contractor that implements the applicable requirements of the NISPOM for the contractor's operations and involvement with classified information at the contractor's facility.
<b>Storage Container</b>	See Approved Security Container
<b>Subcontract</b>	Any contract entered into by a contractor to furnish supplies or services for performance of a prime contract or a subcontract. A subcontract is any contract, subcontract, purchase order, lease agreement, service agreement, Request for Quotation (RFQ), RFP, IFB, or other agreement or procurement action between contractors that requires or will require access to classified information to fulfill the performance requirements of a prime contract.
<b>Subcontractor</b>	A supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor, who enters into a contract with a prime contractor. Per NISPOM, each subcontractor shall be considered as a prime contractor in relation to its subcontractors.
<b>Subsidiary Corporation</b>	A corporation in which another corporation owns at least a majority of its voting securities.
<b>Supplemental Protection</b>	An IDS meeting the requirements stated in NISPOM. NOTE: Security Guards may continue to be used as supplemental protection only if approved prior to January 1, 1995.
<b>System Security Plan (SSP)</b>	The SSP fully describes the planned security tasks required to meet system or network security requirements.

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## T

<b>Tampering</b>	A deliberate attempt to gain illegal or unauthorized access to the contents of a package or shipment.
<b>TOP SECRET</b>	The classification level applied to information, the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security that the original classification authority is able to identify or describe.
<b>Transmission</b>	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 medium. 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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## U

<b>UL 2050 standards</b>	These standards are established by the Underwriters Laboratory, Inc. (UL) in cooperation with the U.S. Government.
<b>Unauthorized Disclosure</b>	A communication or physical transfer of classified national intelligence, including SCI, to an unauthorized recipient.
<b>Unauthorized Person</b>	A person not authorized to have access to specific classified information in accordance with the requirements of the NISPOM.
<b>Underwriters Laboratory (UL)</b>	UL is a global independent, not-for-profit product safety certification organization that publishes a vast number of standards.

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## V

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## W

<b>Working Hours (WH)</b>	The period of time when there is present in the specific area where classified material is located, a work force on a regularly scheduled shift.
<b>Working Papers</b>	Working papers can be rough drafts, notes, or anything that is not a finished document.

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## X

<b>X10</b>	One of the currently approved model of locks under Federal specification FF-L-2740B.
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## Y

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## Z

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