

**FAA eFAST MOA  
ATTACHMENT J-9  
SECURITY GUIDELINES**

**I. TOR/Program Office Responsibilities**

The TOR/program office will review labor category designations and indicate changes other than contractually designated global Risk/Sensitivity Level Designations are appropriate for their specific contract. The TOR/program office may recommend a higher (or lower) designation level. This would require submission of new “Contractor Position Risk/Sensitivity Level Designation Record” (FAA Form 1600-77).

As part of the contract administration process, the TOR/program office will be required to review the contractor’s quarterly security reports. The TOR/program office will ensure that every contractor employee working on their contract has submitted SF-85P documentation (and received a clearance from FAA security) as appropriate.

**II. Deliverable to Contracting Officer**

**a. Contractor Responsibilities**

The Contractor will submit to the Contracting Officer on a quarterly basis, a list of all personnel who have received a security clearance from the FAA, personnel who have received clearances from other agencies, in addition to a list of all personnel who have submitted form SF-85P within one (1) month of the action taken. The list will include the following information by MOA number/contract number:

1. Name of personnel
2. Labor category
3. Level of security sought
4. Date SF-85P submitted (if applicable)
5. Fingerprint Card (FD-258)
6. Date and place of fingerprint (if applicable)
7. Date and level of security clearance granted
8. Risk level
9. Duty location
10. Systems provided access to
11. Key Cards Number
12. Keys provided
13. PINs provided (telephone)
14. Access to classified information

In the case of Contractor personnel who have received clearance from other agencies, the following additional information will be provided:

1. Date and level of security clearance
2. Certifying agency

### **b. Changes to list**

In addition to the quarterly update of personnel and their respective information, the Contractor will provide a corrected list as necessary to ensure accurate and up-to-date information. The following are relevant changes that require updates to list:

1. New personnel
2. Personnel changing permanently to another contract under the MOA
3. Personnel change of labor category/responsibilities.

### **c. Return of IDs Issued**

Because DOT/FAA IDs permit access to sensitive areas within DOT/FAA offices, the Contractor is responsible for assuring that all DOT/FAA IDs issued under the MOA are properly managed. Upon the completion or termination of a contract, or departure of Contractor personnel, DOT/FAA IDs will be returned to the COTR. The COTR will return the IDs to the FAA security office with a cover letter which includes the contractor's information and contract number.

## **III. Websites**

ID badge online application:

[https://employees.faa.gov/org/staffoffices/ash/id\\_badge/](https://employees.faa.gov/org/staffoffices/ash/id_badge/)

Contractor & Industrial Security Program:

[http://www.faa.gov/about/office\\_org/headquarters\\_offices/ash/ash\\_programs/investigations/isp/](http://www.faa.gov/about/office_org/headquarters_offices/ash/ash_programs/investigations/isp/)

Orders and Notices:

[http://www.faa.gov/regulations\\_policies/orders\\_notices/index.cfm/go/document.list/parentTopicID/184](http://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.list/parentTopicID/184)

Forms:

<http://www.faa.gov/library/forms/>

Standard Operating Procedures:

<https://employees.faa.gov/org/linebusiness/ato/acquisition%5Fbusiness/apc/cd/>