



**U.S. DEPARTMENT OF COMMERCE
MANUAL OF SECURITY
POLICIES AND PROCEDURES**

Appendix G Contract Language for Low Risk Contracts

This appendix establishes the security processing requirements for Low Risk contracts.

SECURITY PROCESSING FOR LOW RISK CONTRACTS

Each person employed under this Low Risk contract for over 180 days shall undergo security processing by the Department's Office of Security before being eligible to work on the premises of any Department of Commerce owned, leased, or controlled facility in the United States or overseas. All Department of Commerce security processing pertinent to this contract will be conducted at no cost to the contractor.

A. Non-U.S. citizens to be employed under this contract within the United States must have:

- Official legal status in the United States;
- Continuously resided in the United States for the last two years; and
- Advance approval from the servicing security officer in consultation with the Office of Security.

B. Processing requirements for Low Risk Contracts are as follows.

1. Contract employees employed from 180 to 365 days require a Special Agreement Check (SAC), Form OFI-86C, to be processed. The COTR will forward a completed Form OFI-86C along with the FD-258, Fingerprint Chart, to the servicing security officer, who will send the investigative packet to the Office of Personnel Management for processing.
2. Contract employees employed for more than 365 days will require a National Agency Check and Inquiries (NACI) to be processed. The COTR will forward a completed Form SF-85 and Form FD-258, Fingerprint Chart, to the servicing security officer within three working days from start of work, who will send the investigative packet to the Office of Personnel Management.
3. Any contract employee with a favorable Special Agreement Check who remains on the contract over 364 days will be required to have a NACI conducted to continue working on the job site.



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C. The scope of the SAC will include checks of the Security/Suitability Investigations Index (SII), other agency files (INVA), Defense Clearance Investigations Index (DCII), FBI Fingerprint (FBIF), and the FBI Information Management Division (FBIN). For those individuals who are not U.S. citizens (immigrants), the COTR will request an INS (Immigration and Naturalization Service) check on the SAC, Form OF-86C, by checking Block #7, Item I. In Block 13, the COTR should enter the employee's Alien Registration Receipt Card number to aid in verification.

D. If the Office of Security receives disqualifying information on a contract employee, the COTR will be notified. The COTR, in coordination with the Contracting Officer, will immediately remove the employee from duty requiring access to departmental facilities. Contract employees may be barred from working on the premises of a facility for any of the following reasons:

- Conviction of a felony of a crime of violence or of a misdemeanor involving moral turpitude.
- Falsification of information entered on security screening forms or of other documents submitted to the Department.
- Improper conduct once performing on the contract, including criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct or other conduct prejudicial to the Government regardless of whether the conduct directly related to the contract.
- Any behavior judged to pose a potential threat to Departmental information systems, personnel, property, or other assets.

NOTE: Failure to comply with the requirements may result in termination of the contract or removal of some contract employees from Department of Commerce facilities.

E. Compliance with these requirements shall not be construed as providing a contract employee clearance to have access to classified information.

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