



DOCUMENT XVII:

INTERNATIONAL INDUSTRIAL SECURITY ASPECTS LETTER

CLASSIFICATION LEVEL

RECORD OF CHANGES		
<u>Date</u>	<u>Issue</u>	<u>Changes</u>
20/07/2009	v.2.0	Approved version with new shape and title
30/06/2008	v.1.0	Approved Version

NOTE: The fields contained in the SAL should be completed as required and in accordance with the national rules and regulations of the contracting authority.



INTRODUCTION

1. The International Industrial Security Aspects Letter, hereinafter referred to as SAL is designed to provide a contractor with the security requirements and classification guidance required for the performance of a classified contract with respect to international pre-contractual negotiations, tenders and contracts, including subcontracts. The SAL may take the form of a Security Classification Guide (SCG) contained in a Programme Security Instruction or it may consist of the relevant aspects of the SCG relating to the specific contract/sub contract to be undertaken by the contractor.
2. These security requirements are not just a matter of secondary obligations but one of the basic obligations for the contractor. They should be part of the security clause of the main contract. The security clause should also refer to the SAL.

RESPONSIBILITY

3. The originating contracting authority is responsible for ensuring a completed SAL becomes part of the prime contract document or that a SAL is issued with the prime contract. Procedures should be established by the NSA/DSAs to ensure that a copy of the completed SAL and relevant security clause is provided to the NSA/DSA of the prospective foreign contractor. The contracting authority is also responsible for issuing a revised SAL to the prime contractor any time the security aspects or requirements change.
4. Based on the security requirements and classified aspects specified in the SAL of the prime contract, the contractor is responsible for developing and incorporating a SAL for each classified subcontract awarded under the prime contract. The contractor is also responsible for issuing a revised SAL to all subcontractors when the security requirements change. Every effort will be made to ensure the completed SAL remains unclassified.
5. The SAL is an important document to be used whenever international pre-contractual negotiations, tenders and contracts, including subcontracts, will result in the release or disclosure of classified information or material to a contractor.
6. Completion of the SAL will be coordinated and approved in accordance with the laws and regulations of the government contracting authority. It is a means of providing security requirements and classification guidance. It should be written as specifically as possible and should include only that information that pertains to the contract for which it is issued. It should not contain references to internal directives and instructions. If such documents provide guidance applicable to the contract, the pertinent portions should be extracted and provided as attachments.

NOTE: The fields contained in the SAL should be completed as required and in accordance with the national rules and regulations of the contracting authority.



INTERNATIONAL SECURITY ASPECTS LETTER

1. BASIC DATA

Assignment:

Name of the program/project manager with phone/fax num.	<i>When designated</i>
Prime contract title and num.	<i>To link the subcontract with the mother contract</i>
Subcontract number	<i>If applicable</i>
Scope	<i>Give a short description of the classified work to be performed, If it is a subcontract, state the main contractor and country.</i>
Duration of offer/contract:	<i>To know when to carry out security inspections or audits by NSA/DSA</i>
Highest security classification:	

Contracting Authority/Purchaser:

Name of organisation/ company/agency :	
Mailing address:	
Zip code/city/country:	
PoC:	
- Telephone:	
- Telefax:	
- E-mail:	
Security officer:	
- Telephone:	
- Telefax:	
- E-mail:	

Contractor:

Name of company/agency :	
Full facility address:	
Mailing address:	
Zip code/city/country:	
PoC:	
- Telephone:	
- Telefax:	
- E-mail:	

NOTE: The fields contained in the SAL should be completed as required and in accordance with the national rules and regulations of the contracting authority.



Security officer:	
- Telephone:	
- Telefax:	
- E-mail:	

RECORD OF CHANGES

Date	Issue	Changes
01/01/0000	Initial issue	

2. OBLIGATIONS

2.1 General Obligations:

The classified information/materiel in this Contract must be protected in accordance with the provisions of the General Security Agreement/Arrangement (GSA) between the Government of [Country] and the Government of [Country] concerning the protection of classified information exchange for the [Insert full title as appropriate] between the two countries, dated [DD Month 200X], and [Other Agreement/Arrangement?], and shall apply to the extent that this Contract involves access to or the possession of information or materiel to which a security classification has been assigned by the Government that originated the information.

2.2 Special SECURITY ASPECTS:

[Identify any additional special security measures required over and above that provided by the contractors national security rules and regulations. For example: instructions on declassification, downgrading, transfer to third parties, procedure for visits, transport of classified information or material abroad, obligations after completion of the classified work etc.

3. NATIONAL/DESIGNATED SECURITY AUTHORITIES

<u>IN [Country]</u>	<u>IN [Country]</u>
"NSA/DSA"	"NSA/DSA"

NOTE: The fields contained in the SAL should be completed as required and in accordance with the national rules and regulations of the contracting authority.



4. SECURITY CLASSIFICATIONS

4.1 Table of Equivalent National Security Classifications:

Country	Country	Abbreviation (*)
		S
		C
		R

(*) S is for SECRET, C is for Confidential, R is for RESTRICTED

4.2 Classified Aspects:

[Identify in as much detail as possible each classified aspect of information/material to be produced by the contractor as a result of the contract]

Functionality, Characteristics, Performance and Materiel	Classification (R, C, S)	Remarks

5. ENDORSEMENT

5.1 You are required to acknowledge receipt of this SAL and confirm that:

- The definition of the classified aspects of the contract is understood and that it has been brought to the attention of the person directly responsible for the security of the contract:
- The requirements and obligations set out above and in the contract document can and will be met.

5.2 Any difficulties experienced or expected in interpreting and implementing the above must be reported to your NSA/DSA and the Contracting Authority/Purchaser.

NOTE: The fields contained in the SAL should be completed as required and in accordance with the national rules and regulations of the contracting authority.



Contracting Authority/Purchaser	Contractor
Name:	Name:
Title:	Title:
Signature:	Signature:

Contracting Authority, In the circumstances of sub-contracts the Contracting Authority is the contractor placing the sub-contract.

NOTE: The fields contained in the SAL should be completed as required and in accordance with the national rules and regulations of the contracting authority.