



Concord Crossroads, LLC

Certified Service Disabled Veteran Owned Business
8(a) Certified Small Business

Safeguarding Classified Information
Standing Operating Procedure (SOP) for CCCR Employees
Security Policy Letter #001

UNCLASSIFIED

1. **PURPOSE:** To prescribe policy and procedure for safeguarding and preventing the unauthorized disclosure of classified information; to ensure that CCCR's standards for allowing employees access to classified information, and employing individuals for sensitive duty assignments are consistent with the interests of national security and federal laws, Department of Defense regulations/directives; to ensure that employees who are given access to such information, understand their roles and responsibilities for safeguarding the information.

2. **REFERENCES:**

- a. DoD 5220.22-M National Industrial Security Program Operating Manual (NISPOM) February 2006
- b. Executive Order 13526 of December 29, 2009
- c. DoD 5200.2-R, January 1987
- d. Executive Order 13587 of October 7, 2011
- e. Executive Order 12958 of April 17, 1995
- f. Executive Order 12968 of August 2, 1995

3. **APPLICABILITY:** The requirements of this policy apply to all CCCR employees and consultants who have credentials that allow them access to classified information. All CCCR employees and consultants have been granted a position with the company based on their professionalism, reliability and trustworthiness.

4. **GENERAL:** CCCR employees will protect all classified information to which they have access or custody. Contractors who are performing work within the confines of a military or other federal installation shall safeguard the information to which they are granted access, according to the procedures of the installation and/or agency where they report to work.

5. **POLICIES:** CCCR will ensure that its employees understand the importance of adhering to the law, executive orders, regulatory guidelines and directives for safeguarding information. We remain committed to protecting information critical to our Nation's security.



6. RESPONSIBILITIES:

A. The Facility Security Officer (FSO) will verify the citizenship of all employees applying for a clearance and ensure that employees receive the appropriate security briefings and training. Prior to granting access to classified information, the FSO will provide the employee an initial security briefing that includes the following:

- (a). A threat awareness briefing
- (b). A defensive security briefing
- (c). An overview of the security classification system
- (d). Employee reporting obligations and requirements
- (e). Security procedures and duties applicable to the employee's job
- (f). Provide employees with refresher training annually; refresher training will reinforce the information provided during the initial security briefing
- (g). Keep employees informed of changes in security regulations and practices
- (h). Debrief all cleared employees who are ending their employment with CCCR

B. The employee will:

- (a). Safeguard all classified information to which they are given access; Employees will not communicate or transmit classified information to any unauthorized person or organization
- (b). Complete all training in a timely manner
- (c). Provide the FSO with a copy of all training certificates of completion
- (d). Notify the FSO of any changes in status, to include; Change in name, Change in marital status, Change in citizenship
- (e). Report suspicious contacts and efforts by any individual, regardless of nationality, to obtain illegal or unauthorized access to classified information
- (f). Acknowledge during the debriefing that they have no classified documents in their physical possession; that they will not discuss classified information of which they have knowledge

7. The point of contact for this SOP is Bianca Dodson, Bianca.Dodson@CCCRLLC.com, 703-670-8770, Ext. 314.

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