

ENGINEERING & CONSTRUCTION BULLETIN

Issue No. 2017-03

16 May 2017

Type: Policy

Subject: Design and Construction Requirements for Sensitive Compartmented Information Facilities

References:

- (a) Intelligence Community Directive (ICD) 705, Subject: Sensitive Compartmented Information Facilities, 26 May 2010
- (b) DoDM 5105.21-Volume 2, Sensitive Compartmented Information (SCI) Administrative Security Manual: Administration of Physical Security, Visitor Control, and Technical Security, 19 October 2012
- (c) Intelligence Community Standard (ICS) 705-1, Subject: Physical and Technical Security Standards for Sensitive Compartmented Information Facilities, 17 September 2010
- (d) Intelligence Community Technical Specification for ICD/ICS 705, Subject: Technical Specifications for Construction and Management of Sensitive Compartmented Information Facilities, 10 September 2015
- (e) UFC 4-010-05 Sensitive Compartmented Information Facilities Planning, Design, and Construction Change 1, 1 October 2013.

Enclosure:

- (1) Planning, Design and Construction Steps for DON MILCON Funded SCIF

1. Purpose

Provide NAVFAC policy on Sensitive Compartmented Information Facility (SCIF) design and construction requirements, referenced in (a) through (e).

2. Background

Reference (a) established that all Intelligence Community (IC) Sensitive Compartmented Information Facilities must comply with uniform IC physical and technical security requirements. Reference (a) defines a SCIF as an accredited area, room(s) or building(s) where Sensitive Compartmented Information (SCI) is stored, used, processed or discussed. When required, a SCIF provides an operational capability that is critical to the Supported Command's mission. If a SCIF cannot be accredited, it cannot be operational and the Supported Command will not be mission capable.

3. Applicability

This ECB is effective immediately and applies to Department of Navy SCIF construction, renovation, and repair projects in Continental United States (CONUS) and Outside Continental United States (OCONUS) regardless of funding source, size, or scope.

This document has been coordinated with SSO Navy, NAVFAC Asset Management (AM), and U.S. Marine Corps. Points of contact are:

For SSO Navy: Roland L. Lohr, SSO Navy, Head, Accreditation & Physical Security Division Intel Protection & Oversight (703) 604-6136

For NAVFAC Asset Management: Mr. Mike Bryan, NAVFAC HQ AM, Shore Infrastructure Investment Program (202) 685-6130

For Marine Corps: Mr. Brian Sanders, Headquarters Marine Corps, (703) 695-8202

4. Policy

- A. References (a) through (e) affect the planning, design and construction of a SCIF. In order to achieve accreditation, the NAVFAC Project Manager (PM), Design Manager (DM), and Construction Manager (CM), must work with the Site Security Manager (SSM) to ensure projects meet the requirements of references (a) through (e) and the policy listed below.
- B. Per Reference (b) A Concept Approval Request (CAR) is prepared and submitted by the Supported Command's Senior Intelligence Officer (SIO) to the Accrediting Official (AO) via the Regional Special Security Office (RSSO) for approval and initiation of a SCIF. Without the CAR approval, the Supported Command is not authorized to initiate a SCIF project.
- C. During the project planning stage and development of a DD1391, the NAVFAC Asset Management (AM) Facility Planner will work with the SIO to ensure SCIF requirements are included in the Basic Facility Requirement and Facility Planning Document.
- D. Per Reference (b), once the CAR is approved by the AO, the SIO will appoint the Site Security Manager (SSM) for the SCIF. The SSM is responsible for all security requirements for the SCIF and will initiate preparation of the preliminary Construction Security Plan (CSP), Fixed Facility Checklist (FFC) and the TEMPEST addendum. The NAVFAC Facility Planner assigned to the project must assist the SSM in documenting the facility and site requirements necessary for the preparation of these documents. The SSM will send the preliminary versions to the AO via the RSSO for review. Upon review of the preliminary CSP, the AO will issue an approval or acknowledgment message along with the SCIF identification number (SCIF ID). This is considered the AO's Concept Design Approval. If an acknowledgment message is sent, it will contain guidance that the SSM will incorporate into the CSP and the project.
- E. The CSP documents the security requirements for each SCIF project. The CSP may be adjusted by the SSM due to changes in operational requirements or the local threat. All changes must be approved by the AO to finalize the CSP.


- F. Design Manager and Project Technical Team must incorporate the security requirements in the CSP and TEMPEST countermeasures into the project scope and budget.
- The scope and cost for this may be significant in locations outside of the United States, its territories and possessions.
 - Do not finalize a project scope or budget without an approved or acknowledged Preliminary CSP.
- G. The AO, SSM, and Certified TEMPEST Technical Authority (CTTA) are government employees who are not employees of NAVFAC or the DoD Construction Agent and are not funded by the project (MILCON project cost). The NAVFAC PM must ensure the AO is fully cognizant of this.
- H. When required by the CSP, CAGs and CSTs may be government employees, military personnel, or contract personnel. Regardless, the Cleared American Guards (CAGs) and Construction Security Technicians (CSTs) are not employees of NAVFAC, the DoD Construction Agent, or the construction contractor.
- I. Per Reference (c), the AO must approve concept design and final design prior to construction contract award. This is interpreted as construction start for Design Build (DB) projects. The AO considers the concept design to be the Preliminary CSP and the final design to be the Final CSP.
- J. SCIF design, construction, and security requirements differ depending on classification, size, and location. In addition, the complexity of the project varies depending on whether the entire facility is a SCIF or if the SCIF it is a small portion of a larger facility. Serious consideration should be given to the acquisition strategy to be used on a SCIF project. The Design Bid Build (DBB) acquisition strategy will enhance the security of the SCIF and allow the CSP requirements and TEMPEST countermeasures to be refined during the design development.
- DBB acquisition strategy must be used when the entire facility is a SCIF.
 - DBB acquisition strategy should be the first consideration when a major portion of the facility is a SCIF or when the project is outside of the United States, its possessions or territories. The strategy will be selected with joint concurrence of CI/OP/AQ during the development of the 1391.
 - For DBB projects:
 - The Final CSP should be submitted to the AO for approval concurrent with the 35% stage of the project design.
 - Do not award a construction contract without AO approval of the Final CSP.

For DB projects:

- Do not award a DB Request for Proposal (RFP) without an approved or acknowledged Preliminary CSP.
 - Do not start onsite construction activities (excluding mobilization, demolition, clearing and grubbing) without AO approval of the Final CSP.
- K. Per reference (c) & (d), not meeting or exceeding a standard defined in reference (c) and (d) requires a waiver. Waivers shall only be considered under exceptional circumstances. The AO must request waiver approval of the IC element head or designee, pursuant of reference (a). Note: a waiver will take a minimum of six months to approve.
- L. Reference (e) provides the planning, design and construction communities of practice guidance for implementing SCIF policy requirements into capital improvement projects. Planner, PM, DM, Designers and CM must review Reference (e) prior to supporting any project that includes a SCIF.
- M. See Enclosure (1) for the steps involved in the planning, design and construction.

5. Point of Contact

Questions should be directed to Mr. Richard Cofer, P.E., (757) 322-4447 at NAVFAC LANT CI, Engineering Criteria and Programs.



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Director, Capital Improvements

Planning, Design, and Construction Steps for DON MILCON Funded SCIF

TASK/MILESTONE	Responsibility for Each Action L=Lead; S=Support									Who does this / who provides it?	What is the dependency?	What is the consequence?	Reference	
	Accrediting Official (AO)	Certified TEMPEST Technical Authority (CTTA)	Regional Special Security Office (RSSO)	Site Security Manager (SSM)	Supported Command Senior Intelligence Officer (SIO)	Facility Planner (CNIC / USMC / NAVFAC-AM)	Project Manager (PM) (NAVFAC/Design Agent)	Construction Manager (CM) (NAVFAC/Construction Agent)	NAVFAC Ech II HQ CI MILCON					
To be completed prior to Installation/PWD Final DD1391:														
INTEL tenant defines need for SCIF space as a part of facility requirement					L					Determined by the Supported Command coordinated with INTEL authority.	Establish the need for a SCIF.			
Identify Accrediting Official (AO)					L					Defense Intelligence Agency (DIA) for DoD projects, National Security Agency (NSA) for NSA or NSA-DoD partnered projects, SSO Navy for Navy Projects	AO approves SCIF for operation through the accreditation process	Accreditation, AO is the accreditation authority	DoDM 5101.21 Vol 2, IC Tech Spec ICD/ICS 705, UFC 4-010-05	
Development of INFADS Planning Action					S	L				Installation planner works with SIO to develop space requirement (Basic Facility Requirement, BFR), Facility Planning Document (FPD) and planning action that acts as the scope for the eventual 1391 development.	Without this documentation, activity deficiency and project scope are not recognized and do not exist until Planning Action and FPD documentation is properly completed.	Without this documentation, project will not be scored nor prioritized. For MILCON PRI 1 and 2 process, project will score 0, which prevents submission of project. Without a planning action/scope, the other planning work (site selection, EV review and approval) cannot be completed.	NAVFAC SFPS Guidebook NAVFAC Project Readiness Index (PRI) 1 and 2 (MPT3 Process) OPNAVINST 11010.20H Project Development BMSs (AM and CI) B-25.6.2.2, B-11.3.2 and B B-25.6.1 (NOTE: Not all projects are MILCON)	
Preliminary Site Selection					S	L				Installation planner assesses viable sites on installation; Installation Commander approves site selection.	Can affect project scope, cost, and design based on environmental or geographic conditions, historical preservation, and support facility requirements.	Site selection may affect security-in-depth and TEMPEST countermeasures	OPNAVINST 11010.20H NEPA	
SCIF Concept Approval Request (CAR) Submitted			S		L					Completed by the supported command's SIO and sent to AO via RSSO.	First critical element in the establishment of a SCIF. Concept approval certifies that a clear operational requirement exists for the SCIF and there is no existing SCIF to support the requirement		DoDM 5101.21 Vol 2	
SCIF Concept Approval (COA)	L		S		S					AO issues COA message for CAR. COA is FOUO	Provides the authority to proceed with SCIF project.	No authority to proceed with a SCIF project without an approved Concept Request	DoDM 5101.21 Vol 2	
Appoint Site Security Manager (SSM)			S		L					Typically designated by SIO, may be identified by Intel community or Region.	Once appointed, the SSM will begin the preliminary CSP, Fixed Facility Checklist (FFC) and TEMPEST addendum.	Accreditation. SSM is the link to the AO	DoDM 5101.21 Vol 2	
Begin Risk Management process for security requirements determination		S	S	L						SSM, RSSO, and CTTA coordinate on security requirements for the project.	Risk management process is used to define the SCIF security requirements.	Security requirements determination will influence project scope and budget and effect planning, design and construction.	DoDM 5101.21 Vol 2, IC Tech Spec ICD/ICS 705, UFC 4-010-05	
SCIF Preliminary Construction Security Plan (CSP) completed and submitted for approval			S	L	S	S				Preliminary CSP is completed by SSM and submitted to the AO via the RSSO.	CSP addresses the application of security to the SCIF planning, design, and construction. Project can not be accurately scoped or budgeted without the CSP.	Risk in finalizing project scope and budget before understanding impacts of CSP may result in an incomplete facility, project delays, and/or budget shortfalls. Output may be CLASSIFIED . A FOUO version can be provided	DoDM 5101.21 Vol 2, IC Tech Spec ICD/ICS 705, UFC 4-010-05	
SCIF Preliminary Fixed Facility Checklist (FFC) completed and submitted for approval		S	S	L		S				Preliminary FFC is prepared by SSM with input from Facility Planner, RSSO, and CTTA. This may be submitted with the Preliminary CSP or at a later date.	Documents the physical construction requirements of the facility such as perimeter construction, Electronic Security System (ESS), and TEMPEST countermeasures	Preliminary FFC will influence project scope and budget and effect planning, design and construction.	DoDM 5101.21 Vol 2, IC Tech Spec ICD/ICS 705, UFC 4-010-05	

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TASK/MILESTONE	Responsibility for Each Action L=Lead; S=Support									Who does this / who provides it?	What is the dependency?	What is the consequence?	Reference
	Accrediting Official (AO)	Certified TEMPEST Technical Authority (CTTA)	Regional Special Security Office (RSSO)	Site Security Manager (SSM)	Supported Command Senior Intelligence Officer (SIO)	Facility Planner (CNIC / USMC / NAVFAC-AM)	Project Manager (PM) (NAVFAC/Design Agent)	Construction Manager (CM) (NAVFAC/Construction Agent)	NAVFAC Ech II HQ CI MILCON				
SCIF preliminary TEMPEST addendum submitted with preliminary FFC			S	L	S	S				Preliminary TEMPEST addendum is completed by the SSM in coordination with supported command and CTTA. This is submitted with the Preliminary FFC.	Used to request the TEMPEST countermeasures review (TCR). TCR will indicate TEMPEST countermeasures, adjacent room allocation, SCIF perimeter design, telecommunication design and other detailing.	May result in an incomplete scope or budget which may cause project delays, and/or budget shortfalls. The TEMPEST addendum to the FFC and all associated documentation is classified at a minimum of CONFIDENTIAL when compiled.	DoDM 5101.21 Vol 2, IC Tech Spec ICD/ICS 705, UFC 4-010-05
AO reviews SCIF Preliminary CSP and provides approval or acknowledgment	L		S	S	S					Upon review, AO will provide approval or acknowledgement message. Acknowledgement message will include guidance that must be included in the Final CSP.	This serves as AO Concept Design approval.	May result in an incomplete scope or budget which may cause project delays, and/or budget shortfalls. Output may be CLASSIFIED . A FOUO version can be provided.	DoDM 5101.21 Vol 2, IC Tech Spec ICD/ICS 705, UFC 4-010-05
SCIF ID issued	L		S	S	S					Upon approval or acknowledgment of Preliminary CSP, AO will assign a SCIF ID with message.	Used in to track future correspondence and forward this to the requestor through their chain.		DoDM 5101.21 Vol 2
Refine project scope and budget based on SCIF Preliminary CSP, SCIF Preliminary FFC and TEMPEST addendum.			S	S	S	L				Typically Installation Public Works Department planner responsibility. Must incorporate SCIF facility and security requirements into the project scope and budget.	Requirement (with rough order of magnitude scope, cost, and schedule)	If scope is incomplete and if security requirements are not captured, the SCIF budget may be vastly understated, resulting in incomplete facility, project delays, and/or budget shortfalls	NAVFAC BMS B-25.6
DD1391 having status level of "INSTL/PWD FINAL" created in EPG and linked to IPL Module. Unclassified versions of the SCIF Preliminary CSP, SCIF Preliminary FFC and TEMPEST Addendum should be attached.			S	S	S	L				Typically created by the Installation Public Works Department planner in MAR BY-3 years (for FY2019 project: MAR 2016).	Requirement (with rough order of magnitude scope, cost, and schedule) approved by Installation and PWD. Should be able to achieve PRI# 1 score of at least 9 (under old score sheet) or at least 6 with attachment of BFR and FPD (under new score sheet / check list distributed by CNIC 03/23/2015).	If scope is incomplete and if security requirements are not captured, the SCIF budget may be vastly understated, resulting in incomplete facility, project delays, and/or budget shortfalls	NAVFAC BMS B-25.6.2.2
To be completed prior to Program Final DD1391:													
Preliminary Design Authority (PDA) issued.									L	Issued by NAVFAC Ech II CI MILCON. Goal is by AUG BY-3 (For FY2019 Project, AUG 2016).	Provides NAVFAC Ech II CI MILCON authority to obligate and expend MILCON design (P&D) funds from specified funding program (in accordance with proper use of MILCON funds as defined in ECB 2007-01) to support project development through later of: <ul style="list-style-type: none"> • Submission of the Budget Final DD1391 (basis for submit to FMB). This includes Region/FEC Team Final DD1391 and Program Final DD1391. • Completion of design to at least 15% with parametric estimate with goal of achieving Class 3 cost estimate. 	Not authorized to expend P&D funding for project without PDA.	PDA Guidance ECB 2007-01
Review and update SCIF Preliminary CSP, FFC and TEMPEST addendum.			S	L	S	S	S			Project security requirements are developed by the SSM, with support.	Update is intended to refine the security requirements based on changes in threat or operational requirements. Scope and budget will be driven by these requirements.	Risk of insufficient scope and cost authorization may result in incomplete facility, project delays, and/or budget shortfalls	Fiscal Law, MILCON Law, OPNAVINST 11010.20H, BMS B-11.3.2
Resubmit SCIF Preliminary CSP, FFC and TEMPEST addendum to AO. (Only required if changes were made.)			S	L						Submitted to the AO by the SSM via the RSSO.			

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Initiate and complete DD1391 Charrette, participants must include the SSM.				S	S	S	L			NAVFAC Project Manager has responsibility for this action.	SSM must participate to ensure security requirements are understood and integrated into project and risk is balanced with cost.	Security requirements not captured may lead to project delays and budget shortfalls	Fiscal Law, MILCON Law, OPNAVINST 11010.20H, BMS B-11.3.2
Refine DD1391 scope and budget based on adjustments to SCIF Preliminary CSP, FFC and TEMPEST addendum, and DD1391 Charrette				S	S	S	L			NAVFAC Project Manager and AE/IH team has responsibility for this action, but may be delegated to their designated design agent. PM coordinates any scope changes with AM planner.	Update is intended to refine the SCIF scope and budget based on changes in threat or operational requirements. Facilities design will be driven by these requirements. Update iNFADS data and planning actions accordingly.	Risk of insufficient scope and cost authorization may result in incomplete facility, project delays, and/or budget shortfalls. If scope changes not updated in iNFADS, 1391 documentation will not be supported.	Fiscal Law, MILCON Law, NAVFAC SFPS Guidebook OPNAVINST 11010.20H, BMSs 25.6.2.2, B-11.3.2 and B B-25.6.1 (NOTE: Not all projects are MILCON) Readiness Index (PRI) 2 (MPT3 Process) PDA Guidance, CRB Guidelines
Develop Budget Estimates for Personal Property Collateral Equipment Electronic Security System (ESS). Provide separate estimate for: - baseline (funded via NAVFAC ATFP Ashore) - enhancements (funded via Supported Command/User/Client)				S	S		L			NAVFAC Project Manager and AE/IH team has responsibility for this action, but may be delegated to their designated design agent.	Include cost for real property infrastructure supporting ESS as a MILCON funded project cost. Include cost for personal property ESS equipment in Block 12.B. "Equipment associated with this project which will be provided under other appropriations". Only baseline portion of ESS is to be funded via NAVFAC ATFP Ashore.	May cause shortfall or delays in funding ESS	Fiscal Law, MILCON Law, OPNAVINST 11010.20H, BMS B-11.3.2
Notify ATFP Ashore and supported command of ESS justification, scope and funding requirements.				S	S		L			NAVFAC Project Manager has responsibility for this action. Important to separate ATFP Ashore baseline scope and funding requirements from Supported Command/User/Client enhancements scope and funding requirements.	ATFP Ashore and Supported Command must be informed on scope and funding requirements and if adjustments to ESS scope is required.	May cause shortfall or delays in funding ESS	BMS B-1.3
DD1391 having status level of "REGN/FEC_TEAM_FINAL" created in EPG with SCIF scope and costs incorporated.				S	S	S	L			Typically led by NAVFAC Ech IV FEC IPT CI PM. Goal is by FEB BY-2 (For FY2019 Project, FEB 2017).	Budget Level scope, cost, and schedule endorsed by Region and NAVFAC FEC. Should be able to achieve PRI# 2 score of at least 12 with no "red" factors (old score sheet in process of being revised). Goal is to achieve Class 3 cost estimate based on established requirement, established site, and minimum 15% design with parametric estimate. Any changes in scope need to be reported to AM, so that iNFADS and 1391 are consistent.	Risk of insufficient scope and cost authorization may result in incomplete facility, project delays, and/or budget shortfalls. If scope changes not updated in iNFADS, 1391 documentation will not be supported.	Fiscal Law, MILCON Law, NAVFAC SFPS Guidebook OPNAVINST 11010.20H, BMSs 25.6.2.2, B-11.3.2 and B B-25.6.1 (NOTE: Not all projects are MILCON) Readiness Index (PRI) 2 (MPT3 Process) PDA Guidance, CRB Guidelines
Consistency Review Board (CRB).						S	S		L	Led by NAVFAC Ech II CI MILCON PgM. Goal is by MAR BY-2 (For FY2019 Project, MAR 2017).	Provides a review of all DD1391 to ensure consistency across the DON MILCON program.		PDA Guidance, CRB Guidelines
DD1391 having status level of "PROGRAM_FINAL" created in EPG with SCIF scope and costs incorporated.				S			L		S	Typically led by NAVFAC Ech IV FEC IPT CI PM. Goal is by MAR BY-2 (For FY2019 Project, MAR 2017).	Budget Level scope, cost, and schedule with quality designation (expect certified). Provides NAVFAC project team best cost. Basis for MTP3 Milestone Decision #2.	Beyond this point, NAVFAC loses influence to change MILCON facility project cost or scope.	PDA Guidance, CRB Guidelines

To be completed prior to:
- 35% stage of project design for Design Bid Build (DBB)
- Request for Proposals (RFP) solicitation for Design Build (DB)

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Final Solicitation Document Design Authority (FSDDA) Issued									L	Issued by NAVFAC Ech II CI MILCON. Goal is by MAY BY-2 (For FY2019 Project, MAY 2017).	Provides NAVFAC Ech II HQ CI MILCON authority to obligate and expend MILCON design (P&D) funds from the specified funding program (in accordance with proper use of MILCON funds as defined in ECB 2007-01) up to construction contract award (primarily NAVFAC Products and Services EDM Code E2 effort to include final preparation of construction contract solicitation documents and support of construction contract solicitation).		ECB 2007-01
Confirm SCIF ID and SCIF Preliminary CSP Approval/Acknowledgment			S	S	S				L	NAVFAC Project Manager must confirm SCIF ID has been issued prior to proceeding with SCIF design	SCIF project is not authorized without SCIF ID	No authorization from AO to proceed with SCIF design. May lead to redesign and project delays.	
Validate SCIF Preliminary CSP Construction Personnel requirements including General SCIF Construction, finish work, and outfitting (including Furniture, Fixtures & Equipment (FF&E) and ESS)			S	L					S	SSM is Lead with NAVFAC / DoD Construction Agent providing cost and schedule implications.	Will effect construction contractors processes and security procedures and ultimately their proposal.	Omission may result in an incomplete facility and/or project delays due to budget shortfalls.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705
Validate SCIF Preliminary CSP material purchasing, inspection, shipping, and secure storage area (SSA) requirements including FF&E and ESS.			S	L					S	SSM is Lead with NAVFAC / DoD Construction Agent providing cost and schedule implications.	Will effect construction contractors processes and security procedures and ultimately their proposal.	Omission may result in an incomplete facility and/or project delays due to budget shortfalls.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705
Validate area/site access controls for personnel, materials, and vehicles in SCIF Preliminary CSP			S	L					S	SSM is Lead with NAVFAC / DoD Construction Agent providing cost and schedule implications.	Will effect construction contractors processes and security procedures and ultimately their proposal.	Omission may result in an incomplete facility and/or project delays due to budget shortfalls.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705
Validate Construction Surveillance Technician (CST) requirements in SCIF Preliminary CSP			S	L					S	SSM is Lead with NAVFAC / DoD Construction Agent providing cost and schedule implications.	Will effect construction contractors processes and security procedures and ultimately their proposal.	Omission may result in an incomplete facility and/or project delays due to budget shortfalls.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705
Validate Cleared American Guards (CAG) requirements in SCIF Preliminary CSP			S	L					S	SSM is Lead with NAVFAC / DoD Construction Agent providing cost and schedule implications.	Will effect construction contractors processes, security procedures and ultimately their proposal.	Omission may result in an incomplete facility and/or project delays due to budget shortfalls.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705
Complete and submit SCIF Updated Preliminary Construction Security Plan (CSP).			S	L					S	Updated by SSM and sent to AO for approval via RSSO. NAVFAC / DoD Construction Agent providing cost and schedule implications..	Will effect construction contractors processes, security procedures and ultimately their proposal.	The majority of the CSP should be marked FOUO but some portions may be required to be CLASSIFIED . If Classified, SSM can provide a FOUO version.	Fiscal Law, MILCON Law, OPNAVINST 11010.20H. IC Tech Spec ICD/ICS 705, DoDM 5105.21-V2 UFC 4-010-05
Complete and submit SCIF Updated Preliminary Fixed Facility Checklist (FFC)			S	L					S	Updated by SSM and sent to AO for approval via RSSO.			DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705
Complete and submit SCIF TEMPEST addendum		S	S	L					S	Updated by SSM and sent to AO with FFC for approval via RSSO.			DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705
Review of SCIF Updated Preliminary CSP, SCIF Updated Preliminary FFC, and SCIF TEMPEST addendum	L		S	S						AO reviews			DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705

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SCIF Updated Preliminary CSP and SCIF Updated Preliminary FFC Approval/Acknowledgment Message	L		S							AO is the approving authority	Final CSP is needed at this time to include security requirements into contract documents	Construction contract cannot be awarded without AO final design approval. Final Design is considered the Final CSP.	DoDM 5101.21 Vol 2
TEMPEST Countermeasure Review (TCR) Message	L	S	S	S						AO issues TCR Message including CTTA recommendation.	TCR provides the TEMPEST Countermeasures to be incorporated into the facility design. TEMPEST vulnerabilities and recommended countermeasures are classified at a minimum of CONFIDENTIAL when associated with a SCIF's physical location. When associated with a SCIF ID number or in a manner that cannot be connected to the physical location of the SCIF is UNCLASSIFIED	Risk in finalizing contract document without incorporating recommendations may cause contract actions, increased cost, delays and accreditation issues.	DoDM 5105.21-V2
Integrate updated SCIF security requirements into project RFP or DBB design documents			S	S					L	Design Team interprets space planning and room adjacencies with user and SSM input and integrates security and facility requirements into the contract documents.	Must confirm all facility and security requirements, including site security, materials procurement and screening and personnel citizenship and clearance requirements.	Failure to include security requirements may lead project delays or a facility that cannot be accredited	UFC 4-010-05
DB ONLY: RFP ready for solicitation.									L	Project Manger has the lead. The FOUO version of the CSP may be given to the successful contractor after contract award.	All security issues have been coordinated with SSM and the Designer of Record	Failure to include security requirements may lead project delays, change orders or a facility that cannot be accredited	
DBB ONLY: Design development is 35% complete.									L	Intended to convey the complete extent of the work in a preliminary manner. Designer of Record has developed the Basis of Design, preliminary drawings, outline specifications, and calculations.	All security issues have been coordinated with SSM and the Designer of Record. Changes in design, details, materials may impact or require changes to the CSP.	Failure to include security requirements may lead project delays, change orders or a facility that cannot be accredited	DoDM 5101.21 Vol 2 FC 1-300-09N
To be completed prior to Pre-Final Design completion which is:													
- prior to Construction Contract Award for DBB													
- after Construction Contract Award for DB													
Confirm Construction Surveillance Technician (CST) requirements in SCIF Updated Preliminary CSP			S	L					S	CSP is updated by SSM	CST procedures will effect construction contractors processes and security procedures and ultimately their proposal.		DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705
Confirm Cleared American Guards (CAG) requirements in SCIF Updated Preliminary CSP			S	L					S	CSP is updated by SSM	CAG procedures will effect construction contractors processes, security procedures and ultimately their proposal.		DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705
Confirm SCIF Updated Preliminary CSP material purchasing, inspection, shipping, and secure storage area (SSA) requirements including Furniture, Fixtures & equipment (FF&E).			S	L					S	CSP is updated by SSM	Construction materials and FF&E purchasing and handling requirements will effect construction contractors processes and ultimately their proposal.		DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705
Confirm SCIF Updated Preliminary CSP site access controls for personnel, materials, and vehicles			S	L					S	CSP is updated by SSM			DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705
SCIF Updated Preliminary CSP monitored and adjusted to fit design and acquisition plan			S	L					S	CSP updates are made by the SSM, coordinated with Project Manager, Design Manager and the Designer of Record.			Fiscal Law, MILCON Law, OPNAVINST 11010.20H. IC Tech Spec ICD/ICS 705, UFC 4-010-05

Planning, Design, and Construction Steps for DON MILCON Funded SCIF

TASK/MILESTONE	Responsibility for Each Action L=Lead; S=Support									Who does this / who provides it?	What is the dependency?	What is the consequence?	Reference
	Accrediting Official (AO)	Certified TEMPEST Technical Authority (CTTA)	Regional Special Security Office (RSSO)	Site Security Manager (SSM)	Supported Command Senior Intelligence Officer (SIO)	Facility Planner (CNIC / USMC / NAVFAC-AM)	Project Manager (PM) (NAVFAC/Design Agent)	Construction Manager (CM) (NAVFAC/Construction Agent)	NAVFAC Ech II HQ CI MILCON				
SCIF Final Construction Security Plan (CSP) Submitted	S		S	L			S			Final CSP is completed and submitted to the AO via the RSSO.	CSP addresses the application of security to the SCIF planning, design, and construction.	Risk in finalizing contract document without incorporating CSP requirements may cause contract actions, delays and accreditation issues. Output may be CLASSIFIED . If Classified, SSM must prepare an Unclassified version for construction contractor.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705
Pre-Final Design Submittal			S	S			L			Designer of Record provides a complete set of design deliverables to include Basis of Design, Drawings, Specifications, Calculations and preliminary Furniture and Equipment (FF&E) Plan.	Drawings must be complete, minus final signatures, and incorporate all responses to the previous review comments. The drawings must be complete to the extent that they may be released for bid or constructed as submitted.	Incomplete drawings and specifications will not provide a complete package for review. Incomplete packages may cause project delays and incomplete scope.	FC 1-300-09N
To be completed prior to: - Construction Contract Award for DBB - Start of onsite construction actives for DB													
AO Final CSP Approval	L		S	S			S	S		AO issues approval message for Final CSP. This is considered the AO Final Design Approval.	AO must approve Final CSP prior to construction contract award for DBB or notice to proceed with construction for DB.	Construction cannot start without AO approved CSP.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705 ICS 705-1, UFC 4-010-05
To be completed prior to construction start:													
Validate SCIF Final construction personnel requirements for work including: - General SCIF Construction - Finish work - Outfitting (such as Furniture, Fixtures and Equipment (FF&E) and ESS			S	L				S		SSM is Lead with NAVFAC / DoD Construction Agent providing cost and schedule implications.	Will effect construction contractors processes and security procedures and ultimately their proposal.	May result in an facility accreditation issues or project delays.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705 UFC 4-010-05
Validate SCIF Final CSP material purchasing, inspection, shipping, and secure storage area (SSA) requirements including FF&E and ESS.			S	L				S		SSM is Lead with NAVFAC / DoD Construction Agent providing cost and schedule implications.	Will effect construction contractors processes and security procedures and ultimately their proposal.	May result in an facility accreditation issues or project delays.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705 UFC 4-010-05
Validate SCIF Final CSP area site access controls for personnel, materials, and vehicles			S	L				S		SSM is Lead with NAVFAC / DoD Construction Agent providing cost and schedule implications.	Will effect construction contractors processes and security procedures and ultimately their proposal.	May result in an facility accreditation issues or project delays.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705 UFC 4-010-05
Validate Construction Surveillance Technician (CST) requirements in SCIF Final CSP			S	L				S		SSM is Lead with NAVFAC / DoD Construction Agent providing cost and schedule implications.	Will effect construction contractors processes and security procedures and ultimately their proposal.	May result in an facility accreditation issues or project delays.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705 UFC 4-010-05
Validate Cleared American Guards (CAG) requirements in SCIF Final CSP			S	L				S		SSM is Lead with NAVFAC / DoD Construction Agent providing cost and schedule implications.	Will effect construction contractors processes, security procedures and ultimately their proposal.	May result in an facility accreditation issues or project delays.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705 UFC 4-010-05
Conduct Design-Build (DB) Post Award Kickoff (PAK) or Design-Bid-Build (DBB) Pre-Construction Conference (PreCon). SSM must attend.				S			S	L		CM Lead. Discuss submittal requirements with SSM for the final FFC.	equipment and construction materials submittals are required as part of the FFC.		BMS B-1.5.5.1 BMS B-1.4.6.3 UFC 4-010-05
To be completed prior to completion of construction:													

Planning, Design, and Construction Steps for DON MILCON Funded SCIF

TASK/MILESTONE	Responsibility for Each Action L=Lead; S=Support									Who does this / who provides it?	What is the dependency?	What is the consequence?	Reference
	Accrediting Official (AO)	Certified TEMPEST Technical Authority (CTTA)	Regional Special Security Office (RSSO)	Site Security Manager (SSM)	Supported Command Senior Intelligence Officer (SIO)	Facility Planner (CNIC / USMC / NAVFAC-AM)	Project Manager (PM) (NAVFAC/Design Agent)	Construction Manager (CM) (NAVFAC/Construction Agent)	NAVFAC Ech II HQ CI MILCON				
Approved construction submittals are forwarded to SSM for inclusion in SCIF FFC.				S				L		CM responsible to forward approved submittals. SSM responsible for FFC		May result in an facility accreditation issues or project delays.	UFC 4-010-05
Construction is monitored and the SCIF Final CSP is adjusted as required.			S	L				S		CSP updates are made by the SSM, coordinated with the Construction Manager.		May result in an facility accreditation issues or project delays.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705 UFC 4-010-05
Conduct the initial NAVFAC Red Zone (NRZ) meeting. Include SCIF inspections and acceptance testing in the critical activities				S				L		CM leads this effort and SSM must attend. Conducted approximately 75% prior to construction contract completion or six month prior to Beneficial Occupancy Date (BOD)	Defines roles and responsibilities and identifies the critical activities for accreditation of the space.	Failure to include SCIF inspections and testing in the critical activities may lead to project delays or facility accreditation issues.	BMS B-1.6.11
Coordinate preliminary walkthrough with the SSM prior to substantial completion of SCIF space. Conduct periodic inspections of SCIF area to document and validate construction requirements				S				L		CM coordinates this effort working with the contractor and SSM	SSM must inspect the perimeter and compartmented area perimeter and the penetrations to the perimeter prior to closing in the walls.	Failure to include SCIF inspections and testing in the critical activities may lead to project delays or facility accreditation issues.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705 UFC 4-010-05
Conduct final SCIF inspections and acceptance testing with the SSM in accordance with the NRZ critical activities.				S				L		CM coordinates this effort working with the contractor and SSM. As a subset to the final facility acceptance, the CM must coordinate with the SSM to insure the SCIF construction meets the requirements for accreditation.	Provides the final inspection and acceptance testing for accreditation of the SCIF. Acceptance testing is typically for the ESS and acoustic mitigation.	Space will not be accredited. Supported Command will not be mission capable.	DoDM 5101.21 Vol 2 IC Tech Spec ICD/ICS 705 UFC 4-010-05 BMS B-1.6.11
Document final acceptance of SCIF construction via DD1354 Transfer and Acceptance of DoD Real Property and supporting documents. A DD1354 must be prepared and submitted by the construction agent and accepted by the Real Property Accountability Officer (RPAO) prior to acceptance and occupancy (sometimes identified as placed in service date or beneficial occupancy date (BOD)).		S	S	S	S	S		L		CM coordinates the facility acceptance with the Real Property Accountability Officer (RPAO). RPAO will complete the update to iNFADS property record card.	DD1354 is used to create/update PRCards in iNFADS.	Operations and Maintenance SRM O&M budget is based on iNFADS inventory data. Without PRCard or updates in iNFADS, WE/P will not receive proper sustainment funds.	OPNAVINST 11010.20H, DoD FMR, UFC 1-300-08 DoDI 4165.14 and 4165.70 BMSs B-25.7.1.3.1, B-25.7.1.4, B-25.7.1.4.1, B-1.6.13.1