

**Functional Series 300
Acquisition and Assistance**

INTERIM UPDATE 03-16

SUBJECT: Cognizant Technical Officer (CTO) Responsibilities Relating to Classified Contracts

NEW MATERIAL: This Notice was originally issued as a Policy Reminder. It reasserts policy regarding the duties of CTOs with regard to classified contracts.

EFFECTIVE DATE: 11/26/2003

POLICY-REMINDER

USAID/General Notice
M/OP and SEC
11/26/2003

SUBJECT: Cognizant Technical Officer (CTO) Responsibilities Relating to Classified Contracts

Cognizant Technical Officers (CTOs) duties include monitoring classified contractors' and recipients' compliance with the security specifications included in their contracts, grants, and cooperative agreements, and notifying the contracting or agreement officer and SEC of any problems or suspected non-compliance with these contract requirements.

Any contract, grant, or cooperative agreement requiring the contractor/recipient or the employees thereof to have access to classified information must include a completed DD Form 254, Contract Security Classification Specification. Security specifications are incorporated into the award by the DD Form 254 and the supplemental security guidance in Block 13 of the form. See ADS 567 "Classified Contracts, Grants, Cooperative Agreements, and Contractor/Recipient Personnel Security" for USAID policy and procedures for classified awards.

CTOs must be familiar with the security specifications in the awards for which they are CTO and with the USAID regulations that apply. These include ADS 545 "Information System Security" and ADS 565 "Physical Security Programs" as well as ADS 567. The letters designating individuals as CTOs are being changed to include a paragraph addressing these security-related responsibilities.

Although most of the specifications in the DD 254 are the responsibility of the contractor or recipient, several of them also hold the CTO responsible for taking certain actions. For example, the CTO determines whether contractor/recipient employees require a USAID Building Pass and whether access to USAID sensitive automated information

systems is needed. The CTO coordinates with the cognizant Administrative Management Services (AMS) Officer to process building pass requests with SEC. Whenever a contractor employee no longer requires a USAID building pass, the contractor must return the pass to the CTO, who must then notify SEC that the contractor employee no longer needs a building pass. SEC will then deactivate the building pass.

Points of Contact: Questions about general CTO responsibilities may be directed to Ms. Diane Howard, M/OP/P, (202) 712-0206. Questions about classified contracts should be directed to Mr. Mark Webb, SEC/PIDS, (202) 712-5612, and about physical security programs (such as Building Passes) should be directed to Mr. Donald Bisom, SEC/PI, (202) 712-4027.

Notice 1148

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU3_0316_07012004_CD36	11/26/2003	11/26/2003	N/A	36	This notice was originally issued as a policy reminder in 2003. It will remain active until it becomes part of series 300 chapters and a series 500 chapter.

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