

Memorandum of Agreement for Security Matters between

Insert Name of Parent
and its subsidiary,

Insert Name of Subsidiary

(Insert Name of Parent), and *(Insert Name of Subsidiary)* agree to the following security arrangements at their co-located facility at *insert address*.

This agreement is made in accordance with the National Industrial Security Program Operating Manual (NISPOM) when co-located parent and subsidiary organizations opt to share common security services.

Accordingly, it is agreed that *(Insert Name of Parent)* will provide *(Insert Name of Subsidiary)* common security services for:

1. Personnel Security Administration.
2. Document Control (to include safeguarding)
3. Reproduction and Destruction of Classified Material.
4. Related security support services such as Information Systems (IS) used to process classified information.

(Insert Name of Parent) has been designated the host facility responsible for providing the services. *(Insert Name and Title of Parent FSO)* will be the Facility Security Officer (FSO) for all consolidated security functions.

The security office is responsible for the following security procedures and functions:

Personnel Security Administration

The security office will process forms and reports under each respective facility's letterhead and will initiate all requests for investigation under the respective facility's CAGE code. Procedures for requests for investigations to determine personnel eligibility for access to classified information will be in accordance with the Standard Practice Procedures (SPP), if applicable.

Safeguarding

The security office will provide dedicated security containers for the storage of classified information generated by or released to each contractor (to include safe maintenance, controlling combinations, changing combinations, maintaining access records, etc.). The information management system will be capable of facilitating retrieval in a reasonable period as required by the NISPOM.

Other Security Administrative Services

The security office provides all other administrative services applicable to employee reports, classification guidance, public release guidance, self-inspection, etc., as required.

All personnel of both corporations located at this facility have been appropriately briefed. All are required to comply and are responsible for being in compliance with the security requirements of the NISPOM and the SPP (if applicable).

This agreement remains in effect as long as all parties remain co-located at

(Insert Address)

(Insert Name, Title and Signature of Senior KMP for Parent)

(Insert Date)

(Insert Name, Title and Signature of Senior KMP for Subsidiary)

(Insert Date)