

## **SECURITY REQUIREMENTS CHECKLIST**

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This checklist insures all security requirements are identified during the project-planning phase for all new projects including construction, testing, CRADAs, licenses, agreements and leases. Accurate completion of this checklist will reduce project delays by providing sufficient time to perform security related evaluations to determine the need for security involvement in planning and subsequent phases of the project . Accurate completion of this checklist will reduce project delays by providing sufficient time to perform Foreign Disclosure reviews to determine the need for changes and/or special approvals/clearances. Foreign Disclosure approvals are needed before any official business begins which will require physical, aural, documentary or other official access by foreign representatives to U.S. government facilities, personnel, materiel or information. Due to the sometimes-lengthy approval process it is important that these issues be addressed as soon as possible.

For YES answers, include an explanation on a separate sheet of paper. Return to Richard Clawson, AMSTA-AR-PSI, B174 or to [rclawson@pica.army.mil](mailto:rclawson@pica.army.mil).

**Briefly Describe the Project and the Building(s)/Area(s) That Will Be Affected.**

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**SECURITY CONCERNS**

**YES/NO**

1) Will project require employment of foreign nationals in its performance?	
2) Will said foreign national(s) or any U.S. citizen(s) be representing a foreign commercial, academic or governmental entity? <sup>1</sup>	
3) Will foreign representative(s) require access to Picatinny Arsenal or other government/tenant/contractor facilities?	
4) Will foreign representative(s) be required to meet with U.S. government/contractor personnel, either on-post or off-post?	
5) Will foreign representative(s) or foreign citizens require access to materiel which is export controlled, otherwise sensitive, or classified? <sup>2</sup>	
6) Will foreign representative(s) or foreign citizens require access to information which is export controlled, otherwise sensitive, or classified? <sup>2</sup>	
7) Has any such materiel or information as described in 5 or 6, above, been previously disclosed/exported, or been determined to be disclosable/exportable to the nation whose interests are represented? <sup>3</sup>	
8) Will project require assignment of foreign representative(s) to Picatinny Arsenal or other government/tenant/contractor facilities?	
9) Will project require any foreign representative(s) to have access to U.S. Government Automated Information Systems (AIS)?	
10) Will project require any foreign representative(s) to have access to U.S. Government facilities during other than normal duty hours?	
11) Will project require any foreign representative(s) to have access to Restricted or other controlled access areas at any government/contractor/tenant facility?	

12) Has the requirement to continually escort or directly oversee the activities of any foreign representative(s), visiting or assigned, been considered?	
13) Will project performance involve any FOCI contractor (Foreign Ownership, Control or Influence as determined by Defense Security Service (DSS))?	
14) Will project require installation access exceeding 90 days?	
15) Will project involve energetic materiel (ammunition / explosive) operations?	
16) Will project involve energetic materiel storage?	
17) Will project involve weapons testing?	
18) Will project involve storing weapons overnight?	
19) Will project require access to classified materiel?	
20) Will project require access to test facilities / ranges away from the primary location?	
21) Will days / hours installation access is required be outside normal duty times of Monday - Friday, 0600 - 1800 hours?	
22) Will the project require the use of any chemical, biological, or radioactive materiel?	
23) Will the project require the renovation of the facility?	
24) Will the project involve any new construction?	
25) Will facility locks and keys be controlled?	
26) Will parking be sufficient to maintain 30 feet standoff away from buildings?	
27) Will intrusion detection systems be used?	
28) Will CCTV systems be employed?	
29) Will employee's backgrounds be checked for criminal history?	
30) Will cameras be brought onto the installation?	
31) Will access be controlled into the facility by contracted guards or electro-mechanical means?	
32) Will "Federal Exclusive Jurisdiction" be an issue?	
33) Have there been any civil protests at facilities where similar projects are located?	
34) Will there be instances when the media will require installation access?	
35) Will employees be drug screened?	
36) Will any animals be brought onto the installation?	
37) Will evacuation procedures be developed in coordination with the installation emergency evacuation procedures?	
38) Are medical or other emergency personnel assigned to the organization?	

<sup>1</sup> A foreign representative is a representative of a foreign commercial, academic or governmental interest, regardless of individual's citizenship. A foreign citizen in the lawful employ of a U.S. entity is treated in essentially the same as a U.S. citizen; as long as no access is required to export controlled, other sensitive, or classified information/material. A U.S. citizen in the employ of a foreign entity is treated in essentially the same manner as a citizen of that entity's nation.

<sup>2</sup> Sensitive information/material is subject to a number of changing definitions, but the following are generally included:

- Information/Material protected under the Privacy Act or Freedom of Information Act (For Official Use Only (FOUO)). This is sometimes referred to as Sensitive But Unclassified (SBU).
- Information/Material marked with a distribution statement other than Distribution A.
- Information/Material subject to the Arms Export Control Act (AECA), International Traffic in Arms Regulation (ITAR), or other applicable export law/regulation.
- Information/Material covered under the provisions of the Militarily Critical Technologies List (MCTL).
- Technical information which the originator/proponent has not yet officially protected, but deems to warrant consideration for protection. This and the previous three categories are often defined as Controlled Unclassified Information (CUI).
- All classified information.

<sup>3</sup> Once information has been disclosed/exported to other, specific nation(s), it is generally considered to have been disclosed for all time. Only first time disclosures or substantive changes to the disclosed/exported information are usually considered to be new disclosures. This is not true of materiel, which is disclosed/exported every time it leaves U.S. control. This, and all other Foreign Disclosure determinations are to be made by the supporting Foreign Disclosure Officer (FDO).