

## 4.403 Responsibilities of contracting officers.

(a) *Presolicitation phase.* Contracting officers shall review all proposed *solicitations* to determine whether access to *classified information* may be required by *offerors*, or by a contractor during contract performance.

(1) If access to *classified information* of another agency may be required, the *contracting officer shall*-

(i) Determine if the agency is covered by the NISP; and

(ii) Follow that agency's procedures for determining the security clearances of firms to be solicited.

(2) If the *classified information* required is from the *contracting officer's* agency, the *contracting officer shall* follow agency procedures.

(b) *Solicitation phase.* Contracting officers shall-

(1) Ensure that the *classified acquisition* is conducted as required by the NISP or agency procedures, as appropriate; and

(2) Include-

(i) An appropriate Security Requirements clause in the *solicitation* (see 4.404); and

(ii) As appropriate, in *solicitations* and contracts when the contract may require access to *classified information*, a requirement for security safeguards in addition to those provided in the clause (52.204-2, Security Requirements).

(c) *Award phase.* Contracting officers shall inform contractors and subcontractors of the security classifications and requirements assigned to the various documents, materials, tasks, subcontracts, and *components* of the *classified contract* as identified in the requirement documentation as follows:

(1) Nondefense agencies that have industrial security services agreements with DoD, and DoD *components*, shall use the Contract Security Classification Specification, DD Form 254. The *contracting officer*, or authorized agency representative, is the approving official for the DD Form 254 associated with the prime contract and shall ensure the DD Form 254 is properly prepared, distributed by and coordinated with requirements and security personnel in accordance with agency procedures, see [4.402\(d\)\(1\)](#).

(2) *Contracting officers* in agencies not covered by the NISP shall follow agency procedures.

**Parent topic:** [Subpart 4.4 - Safeguarding Classified Information Within Industry](#)