

**Notice to Facility Security Officers
Use of Non-GSA Approved Security Containers**

July 11, 2008

NISPOM paragraph 5-303 applies to contractors the provision of Classified National Security Information Directive No. 1 which prohibits the use of non-GSA-approved security containers for the storage of classified material effective October 1, 2012.

The Department of Defense will not waive the requirement to terminate the use of non-GSA approved security containers for the storage of classified information. Contractors should be planning for the 2012 implementation by transitioning classified holdings in other than GSA-approved security containers to other approved storage methods, and disposing of or digitizing classified information.

With the approach of the implementation, some contractors have proposed closed areas as alternative storage. NISPOM paragraph 5-306 allows for the use of closed areas for classified storage when the size and nature of the classified material, or operational necessity make GSA-approved security containers or vaults unsuitable or impractical.

DSS will apply these criteria when considering requests to store Secret and Confidential documents in closed areas. Since documents and most information system media fit easily in GSA-approved security containers or vaults, the contractor must demonstrate an operational necessity for DSS to approve open shelf or open bin storage in accordance with NISPOM paragraph 5-306b. To establish that there is an operational necessity, the contractor must provide justification that the documents or media in question must be immediately accessible in order to perform a function in the closed area as required by contract.

There is no requirement to retrofit locks on GSA-approved security containers so long as the integrity of the container is intact and the GSA label is still affixed. When a lock must be replaced, then the replacement lock must meet standard of Federal Specification FF-L-2740.

DSS industrial security representatives are available to answer your questions and to assist you in planning for the deadline.