



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
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WASHINGTON, DC 20301-3000

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ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

MEMORANDUM FOR DIRECTORS OF THE DEFENSE AGENCIES  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(POLICY AND PROCUREMENT), ASA(ALT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION MANAGEMENT), ASN(RDA)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC  
DEPUTY DIRECTOR FOR LOGISTICS OPERATIONS (DLA)  
DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: Acquisitions Under Contracts Involving Classified Information

This memorandum serves as a reminder that responsibilities requiring access to classified information may be assigned only to individuals who have the appropriate clearance. This requirement includes contracting and contract oversight responsibilities needing such access and applies to any order or contract whether issued by DoD or by non-DoD agencies on DoD's behalf involving access to or generation of classified information. As part of acquisition planning, you must determine how adequate security will be established, maintained, and monitored. Finally, you need to ensure that the personnel assigned to monitor contractor performance have the appropriate clearances.

Federal Acquisition Regulation Part 2.101 defines "Classified information" as "any knowledge that can be communicated or any documentary material, regardless of its physical form or characteristics, that—

- (1) (i) Is owned by, is produced by or for, or is under the control of the United States Government; or  
(ii) Has been classified by the Department of Energy as privately generated restricted data following the procedures in 10 CFR 1045.21; and
- (2) Must be protected against unauthorized disclosure according to Executive Order 12958, Classified National Security Information, April 17, 1995, or classified in accordance with the Atomic Energy Act of 1954."



If you have any question on this matter, please contact Mr. Michael Canales who can be reached at (703)695-8571 or via e-mail at [michael.canales@osd.mil](mailto:michael.canales@osd.mil).

A handwritten signature in black ink, reading "Domenic C. Cipicchio". The signature is written in a cursive style with a large initial "D" and a long, sweeping tail on the "C".

Domenic C. Cipicchio  
Acting Director, Defense Procurement  
and Acquisition Policy