

DD Form 441 and DD Form 441-1 Proposed Revisions:

Revise the Instruction line at the beginning of the form which currently reads:

“PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO YOUR RESPECTIVE COGNIZANT SECURITY ORGANIZATION,”

and replace this with the following instruction:

“PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. SEND THE COMPLETED FORM TO YOUR DESIGNATED SECURITY OFFICE.”

Rationale: The use of the term “Respective” in the sentence gives the impression of speaking to multiple individuals completing the same form, where as, the revision focuses on one individual with a designated or assigned Security Office.

DD Form 441 Proposed Revisions:

1. Revise “(1)” from “(1) a corporation organized and existing under the laws of the state of _____.”

to read as follows:

“(1) A _____ organized and existing under the laws of the state of _____. (Enter type of business entity, e.g., Corporation, Limited Liability Company, etc.)”

Rationale: The change more appropriately reflects the different types of business organizations that currently exist.

2. Revise “Section I – Security Controls (A)” from “The Contractor agrees to provide and maintain a system of security controls within the organization in accordance with the requirements of the “National Industrial Security Program Operating Manual,” DoD 5220.22-M (hereinafter called the Manual) attached hereto and made a part of this agreement, subject, however, (i) to any revisions of the Manual required by the demands of national security as determined by the Government, notice of which shall be furnished to the Contractor, and (ii) to mutual agreements entered into by the parties in order to adapt the Manual to the Contractor’s business and necessary procedures, thereunder. In order to place in effect such security controls, the Contractor further agrees to prepare Standard Practice Procedures for internal use, such procedures to be consistent with the Manual. In the event of any inconsistency between the Manual, as revised and the Contractor’s Standard Practice Procedures, the Manual shall control.”

to read as follows:

“Section I – Security Controls

(A) The Contractor agrees to provide and maintain a system of security controls within the organization in accordance with the requirements of the “National Industrial Security Program Operating Manual,” DoD 5220.22-M (hereinafter called the Manual) attached hereto and made a part of this agreement, subject, however, (i) to any revisions of the Manual required by the demands of national security as determined by the Government, notice of which shall be furnished to the Contractor, and (ii) to mutual agreements entered into by the parties in order to adapt the Manual to the Contractor’s business and necessary procedures, thereunder.”

Rationale: Section 1-202 of the NISPOM does not mandate the requirement for Standard Practice Procedures (SPP) as stipulated in the former DoD Security Agreement. The NISPOM leaves the implementation of an SPP to the discretion of the Facility Security Officer and/or the Cognizant Security Agency.