

REQUEST FOR CLASSIFIED OPEN STORAGE CERTIFICATION
(Prescribing Document – Security Handbook)

LOCATION TO BE CERTIFIED
(Attach a copy of the floor plan, including locations of all doors, interior walls, partitions, windows and IDS sensors.)

SITE	BUILDING	ROOM
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Reason for requesting classified open storage:

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).
Purpose: To identify custodians of the classified spaces so that they may be alerted if a classified space is found open during non-duty hours.
Routine Use(s): The information may be disclosed to the SSC San Diego Security Office personnel charged with the inspection of classified open spaces.
Disclosure: Voluntary, however, if the information is not provided the individual cannot be designated as the custodian for the space.

INDIVIDUALS RESPONSIBLE FOR THIS AREA

PRIMARY	CODE	HOME PHONE NUMBER
PHONE NUMBER	USERID	
ALTERNATE	CODE	HOME PHONE NUMBER
PHONE NUMBER	USERID	

SPACE REQUIREMENTS

Highest classification of the material to be stored or processed in the area.

SECRET CONFIDENTIAL

CHECK ALL SPECIAL CAVEATS TO BE OPENLY STORED.

- North Atlantic Treaty Organization (NATO)
- Intelligence (NOFORN, ORCON, PROPIN, REL TO _____)
- Restricted Data (RD)
- Formerly Restricted Data (FRD)
- Critical Nuclear Weapon Design Information (CNWDI)

Point of contact for Special Caveats is Code 83351, 619-553-3005.

Will Communications Security Material Systems (CMS) be used in the space?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will computer systems be used to create, process, or transmit classified information? Points of contact for accreditation are Code 83351, 619-553-3187/5286.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will SWAN be requested?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will SIPRNET be requested?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Point of contact for SWAN/SIPRNET is Code 73430, 619-553-5262.

Will cleared contractors be working in the area without an escort? YES NO
 If **YES**, provide the following information. Attach an additional sheet if necessary.

COMPANY NAME	CONTRACT NUMBER	SUBCONTRACTOR <input type="checkbox"/> YES <input type="checkbox"/> NO
COMPANY NAME	CONTRACT NUMBER	SUBCONTRACTOR <input type="checkbox"/> YES <input type="checkbox"/> NO
COMPANY NAME	CONTRACT NUMBER	SUBCONTRACTOR <input type="checkbox"/> YES <input type="checkbox"/> NO
COMPANY NAME	CONTRACT NUMBER	SUBCONTRACTOR <input type="checkbox"/> YES <input type="checkbox"/> NO

Will all personnel require access to all information in the area (i.e., have a common need-to-know)? YES NO
 If not, how will the non-shared classified, proprietary, or contractually sensitive material be protected?

How will the custodian maintain accountability of classified material within the area:

WALLS, FLOORS AND CEILINGS

Are the walls, floors and ceilings made of permanent construction material (i.e., plaster, gypsum, wallboard, wood, etc.)? YES NO

Is there a false ceiling or raised floor in the requested area? YES NO

If **YES**, have the walls been extended to the true ceiling or true floor with permanent construction materials (i.e., plaster, gypsum, wallboard material, hardwood, wire mess or 9-gauge expanded steel screen)? YES NO

DOORS

Have the doors to the area been substantially constructed of wood or metal and equipped with a built-in GSA-approved combination lock (CDX-07 or CDX-08)? YES NO

If double doors are in place, has an astragal been installed on the active leaf of the door? YES NO

If your door swings out, have hinge pins been peened, brazed, or spot-welded to prevent removal? N/A YES NO

If **NO**, explain.

All doors other than the access door shall be secured from the outside with a CDX-07 or CDX-08 from the inside by a dead bolt lock, or rigid wood or metal bar which extends across the width of the door, or by any other means that will prevent entry from the outside. Dead bolts or panic bolts will have at least a 1-inch throw with a concealed hardened steel roller inside the bolt, which extends into the door frame and may not be accessible from the outside. (Key operated locks that can be accessed from the exterior side of the door are not authorized.) YES NO

If **NO**, explain.

WINDOWS

Are the windows that might reasonably afford visual observation of classified activities within the facility made opaque or equipped with blinds, drapes, or other coverings? Windows that are less than 18 feet above the ground measured from the bottom of the window, or are easily accessible by means of objects directly beneath the windows shall be constructed from or covered with materials which provide protection from forced entry and shall be protected by an Intrusion Detection System (IDS), either independently or by the motion detection sensors in the space. The protection provided to the windows need be stronger than the strength of contiguous walls. YES NO

If **NO**, explain.

INTRUSION DETECTION SYSTEM (IDS)

Does the proposed open storage area have an SSC San Diego managed IDS installed? YES NO

If **YES**, what is the LN-RTU # _____

UTILITY OPENINGS

Are utility openings such as ducts and vents kept at less than man-passable (96 square inches) opening? Openings larger than 96 square inches shall have 9-gauge wire mesh or 1/2-inch steel bars, spaced at no more than 6 inch intervals. YES NO

If **NO**, explain.

REQUESTER

PRINTED NAME _____ EMAIL _____
CODE _____ PHONE NUMBER _____ LOCATION _____

Return this COMPLETED form to userid: openstorage@spawar.navy.mil. After review of this form, you will be contacted to schedule an appointment for an onsite visit and evaluation.