Please complete or review the respective portion(s) of this document based on the level of assessment, per the NIST SP 800-171 DoD Assessment Methodology: Basic, Medium, and High (on-site and virtual portions). Ensure the below items are available to the assessment team in advance of the assessment at the pre-assessment coordination meeting (five weeks prior to assessment) to address any questions and to coordinate logistics information.

**Applicable to High Assessments (on-site portion):**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Requirement Description** | **Site Response** |
| Site Information | Provide primary POC to contact for issues during travel. Provide information on site’s physical location for travel arrangements and indicate parking availability, access, etc. In the “additional comments” field, please provide information on where to meet assessment team on the 1st day and any gate or access control information (Ex. see host or guard at front desk or use phone located to the left of the front door and dial ext. 1234).  *\*Notify DIBCAC of any required contractor-specific training requirements for on-site access prior to arrival.* | **Company Name** [as cited on DoD contracts]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  POC Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  POC Phone (Duty Hours):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  POC Phone (After Hours):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  POC Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address Line 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address Line 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_  Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parking Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Site Information – Special Consideration | Are there any COVID-based conditions or considerations for visitors? | Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Visit Request (VAR) / Clearance Process / Clearance Level(s) Required | If Defense Information Security System (DISS) is used, please provide SMO Code; in other cases please provide information to gain access to the facility. Please identify process to submit clearance and visit requests; include clearance levels needed (Secret, TS-SCI, etc.). | SMO Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Laptop / Tablet, Mobile Device Approval: | What is required to bring the assessment team’s Government Furnished Equipment (GFE) into assessed site(s)? This includes Wi-Fi, Bluetooth and camera-enabled laptops / tablets and smartphones. | Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Workspace(s): Assessment Team and Site Personnel | Workspace large enough (or multiple spaces) to accommodate areas for assessment team to use during the assessment. | **In/Out-Brief/Hot Wash Location/Group Workspace:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Must accommodate DIBCAC team (~3-5 people). Telephonic connection required to allow DIBCAC leadership to attend remotely, if needed. Requires projection capabilities and whiteboards if available. |
| **Assessment Team Breakout Room(s), 2 – 3 depending on Co team size**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Assessors and site-specific personnel being assessed. Requires projection capabilities and whiteboards if available. |

**Applicable to High (virtual portion) and Medium Assessments:**

**Teleconference bridges and DoD SAFE are tools used for both High (virtual portion) and Medium Assessments. A meeting collaboration tool with screen share capabilities will also be used during the virtual portion of High Assessments.**

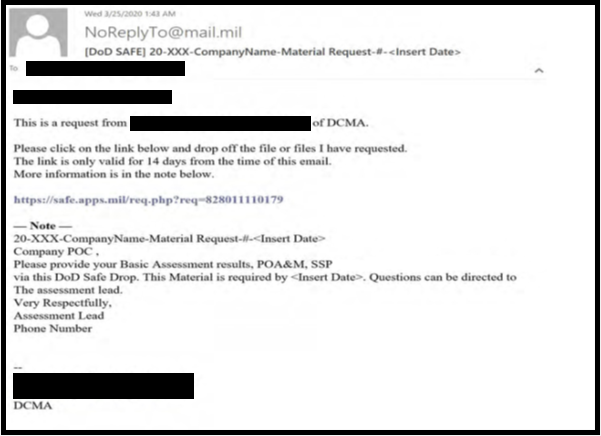
|  |  |  |
| --- | --- | --- |
| **Tool** | **Description** | **Process Requirements** |
| **Teleconference Bridges**  *Main form of communication for interviews with Subject Matter Experts (SMEs)* | Up to three teleconference bridges will be used for the assessment with backup teleconference bridges in case of issues with primary lines.  Number of lines is based on contractor SME availability so it can change to meet the needs of those available.  If requested, contractor provided teleconference bridges may also be used. | DIBCAC will provide conference bridges, if requested, the DIBCAC may use contractor teleconference bridges as well. |
| **DoD SAFE**  *Tool to securely transfer unclassified files (up to 8GB)* | DoD Secure Access File Exchange (SAFE) provides capabilities to securely upload and download files. Files are automatically deleted after 7 days. It is approved for CUI and PII.  [https://safe.apps.mil/](http://safe.apps.mil/) | DIBCAC will send an initial drop request to company POC 14 days before assessment (Monday) with link to upload DIB’s Basic Assessment with supporting documentation; System Security Plan (current); Plans of Action; in addition, for High assessment only, supporting artifacts (policies and procedures, logs, emails, photos, etc.)  Recommended Naming Standard for Artifacts – Requirement, objective, assessment number, company name, date (i.e. 3.1.20\_a\_22-XXX\_CompanyName\_20220325) |

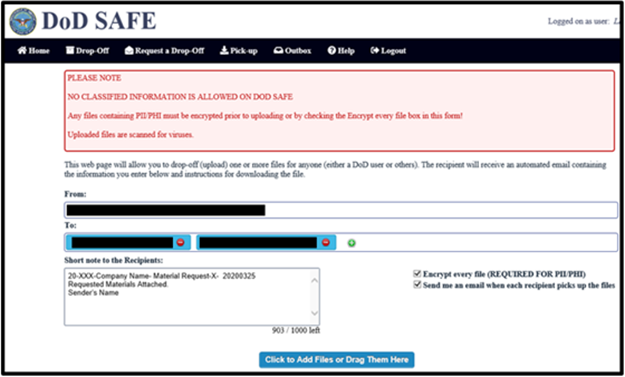
**Directions to access and use DoD SAFE:**

*[Must use Edge, Chrome, or Firefox]*

<https://safe.apps.mil/about.php> (See below images for reference.)

1. Copy the link from the email sent by DIBCAC and complete the drop request
   1. To:  Assessment Lead / Assessors
   2. Check:  “Encrypt every file” (Required)
   3. Click or drag files to upload
   4. Add short note to the recipients
   5. Name:   
      Medium Assessments - Assessment number, company name, date (22-XXX\_CompanyName\_20220325)  
      High Assessments – Requirement, objective, assessment number, company name, date (i.e. 3.1.20\_a\_22-XXX\_CompanyName\_20220325)
   6. Note: Requested Materials Attached.  Sender’s Name
   7. If uploading many documents group in folders under family (i.e. 3.1, 3.2, etc..) and compress (zip) entire folder structure into a single file for ease of uploading and downloading.
2. To add multiple recipients at once:
   1. Select “Add Many”
   2. List names and email addresses
   3. Click “Add & Close” to proceed
3. To add files:
   1. Click the “Click to Add Files or Drag Them Here”
   2. Select files or just drag them to the screen
4. To encrypt files, check the “Encrypt every file” box
   1. Enter passphrase
   2. Enter passphrase again (must be at least 10 characters)
   3. Provide passphrase to Assessment Lead via alternate methods (email or phone call)



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