



## INDUSTRIAL SECURITY

# LETTER

Industrial Security letters are issued periodically to inform cleared Contractors, User Agencies and DoD Activities of developments relating to industrial security. The contents of these letters are for information and clarification of existing policy and requirements. Suggestions for Industrial Security Letters are appreciated and should be submitted to the local Defense Security Service cognizant industrial security office. Articles and ideas contributed will become the property of DSS. Inquiries concerning specific information in Industrial Security Letters should be addressed to the cognizant DSS industrial security office.

**ISL 2011-01**

**January 13, 2011**

National Industrial Security Operating Manual (NISPOM) paragraph 5-303 prohibits contractors from using non-GSA approved security containers for storage of classified material after October 1, 2012.

Effective immediately, the Defense Security Service (DSS) will make implementing this requirement an item of special emphasis during recurring inspections. DSS will review contractor plans to meet the deadline, which should include a timetable for identifying and eliminating all remaining non-GSA approved containers being used to store classified material, and other actions being taken to prepare for this transition (e.g. transferring of classified holdings to other approved storage methods, disposing of classified information, or digitizing essential material).

As a reminder, NISPOM paragraph 5-306.b. prohibits open shelf or bin storage of classified documents in closed areas without DSS approval. Open shelf or bin storage should only be contemplated for operational necessity, or when the size or nature of the classified material makes GSA approved security containers or vaults impractical. Under normal circumstances, documents and computer storage media can and should be stored in GSA approved containers or vaults.

There is no requirement to retrofit locks on GSA-approved security containers, if the integrity of the container is intact and the GSA label is still affixed. When locks are determined to be unserviceable, the replacement lock must comply with Federal Specification FF-L-2740.