

PART 3004 ADMINISTRATIVE MATTERS

[PART 3004 ADMINISTRATIVE MATTERS](#)

[Subpart 3004.1 Contract Execution](#)

[3004.103 Contract clause.](#)

[Subpart 3004.4 Safeguarding Classified and Sensitive Information within Industry.](#)

[3004.470 Security requirements for access to unclassified facilities, Information Technology resources, and sensitive information.](#)

[3004.470-1 Scope.](#)

[3004.470-2 Policy.](#)

[3004.470-3 Contract clauses.](#)

[Subpart 3004.8 Government Contract Files](#)

[3004.804 Closeout of contract files.](#)

[3004.804-5 Procedures for closing out contract files.](#)

[3004.804-570 Supporting closeout documents.](#)

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Subpart 3004.1 Contract Execution

3004.103 Contract clause.

Subpart 3004.4 Safeguarding Classified and Sensitive Information within Industry.

3004.470 Security requirements for access to unclassified facilities, Information Technology resources, and sensitive information.

3004.470-1 Scope.

3004.470-2 Policy.

3004.470-3 Contract clauses.

Subpart 3004.8 Government Contract Files

3004.804 Closeout of contract files.

3004.804-1 Closeout by the office administering the contract.

3004.804-5 Procedures for closing out contract files.

3004.804-570 Supporting closeout documents.

Subpart 3004.1 Contract Execution

3004.103 Contract clause.

Insert the clause at (FAR) 48 CFR [52.204-1](#), Approval of Contract, in each solicitation where approval to award the resulting contract is required above the contracting officer level.

Subpart 3004.4 Safeguarding Classified and Sensitive Information within Industry.

3004.470 Security requirements for access to unclassified facilities, Information Technology resources, and sensitive information.

3004.470-1 Scope.

This section implements DHS 's policies for assuring the security of unclassified facilities, Information Technology (IT) resources, and sensitive information during the acquisition process and contract performance.

3004.470-2 Policy.

(a) DHS's policies and procedures on contractor personnel security requirements are set forth in various management directives (MDs), Directives, and Instructions. MD 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information describes how contractors must handle sensitive but unclassified information. The DHS Sensitive Systems Policy Directive 4300A and the DHS 4300A Sensitive Systems Handbook, provide the policies and procedures on security for Information Technology resources. Compliance with these policies and procedures, as amended, is required.

(b) The contractor must not use or redistribute any DHS information processed, stored, or transmitted by the contractor except as specified in the contract.

3004.470-3 Contract clauses.

(a) Contracting officers shall insert a clause substantially the same as the clause at (HSAR) 48 CFR [3052.204-70](#), Security Requirements for Unclassified Information Technology Resources, in solicitations and contracts that require submission of an IT Security Plan.

(b) Contracting officers shall insert the basic clause at (HSAR) 48 CFR [3052.204-71](#), Contractor Employee Access, in solicitations and contracts when contractor employees require recurring access to Government facilities or access to sensitive information. Contracting officers shall insert the basic clause with its Alternate I for acquisitions requiring contractor access to IT resources. For acquisitions in which the contractor will not have access to IT resources, but the Department has determined contractor employee access to sensitive information or Government facilities must be limited to U.S. citizens and lawful permanent residents, the contracting officer shall insert the clause with its Alternate II. Neither the basic clause nor its alternates shall be used unless contractor employees will require recurring access to Government facilities or access to sensitive information. Neither the basic clause nor its alternates should ordinarily be used in contracts with educational institutions.

Subpart 3004.8 Government Contract Files

3004.804 Closeout of contract files.

3004.804-5 Procedures for closing out contract files.

3004.804-570 Supporting closeout documents.

(a) When applicable and prior to contract closure, the contracting officer shall obtain the listed DHS and Department of Defense (DOD) forms from the contractor for closeout.

(1) DHS Form 700-3, Contractor's Release (e.g., see (FAR) 48 CFR [52.216-7](#));

(2) DHS Form 700-2, Contractor's Assignment of Refunds, Rebates, Credits and Other Amounts (e.g., see (FAR) 48 CFR [52.216-7](#));

(3) DHS Form 700-1, Cumulative Claim and Reconciliation Statement (e.g., see (FAR) 48 CFR [4.804-5\(a\)\(13\)](#)); and

(4) DD Form 882, Report of Inventions and Subcontracts (e.g., see (FAR) 48 CFR [52.227-14](#)).

The forms listed in this section (see (HSAR) 48 CFR Part [3053](#)) are used primarily for the closeout of cost-reimbursement, time-and-materials, and labor-hour contracts. The forms may also be used for closeout of other contract types to protect the Government's interest.