

		National Defence Défense Nationale	<a href="#">Back to the DID List</a>
<b>DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES</b>			
<b>1. TITLE – TITRE</b>		<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>	
NWS Security Plan		DID 2.25.3.1	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>			
The Contractor must prepare, implement and administer a North Warning System (NWS) Security Plan describing the Contractor's security program and the procedures to be followed to provide effective security for NWS property, personnel and information.			
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>		<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>
TBD	NWSO Technical Authority (TA)		
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
CDRL 2.25.3.1 and SOW paragraph 2.25.3.1 refer. This DID contains the format and content preparation instructions for the data generated under the Work tasks described in the NWS O&M SOW.			
<b>8. ORIGINATOR - AUTEUR</b>		<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
NWSO TA			
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
10.1 <u>Source Document</u> NWS O&M SOW Section 2, paragraph 2.25.3.1.			
10.2 <u>Content and Format</u>			
10.2.1 The Plan must be prepared and delivered in Contractor format, and approved by NWSO TA.			
10.3 The NWS Security Plan must be maintained at all NWS facilities.			
10.4 The Plan must include the Contractors approach to:			
10.5 Administering the requirements of the SRCL;			
10.5.1 The Contractor must ensure compliance with the SRCL for all NWS operations.			
10.5.2 The Contractor must maintain a current facilities security clearance in accordance with the Industrial Security Manual (ISM). The Contractor must ensure that all personnel requiring access to controlled goods, classified/designated, material or facilities are security cleared to the appropriate level.			
10.5.3 The Contractor must be responsible for processing security clearances and maintaining the appropriate clearance records for Contractor personnel.			
10.5.4 The Contractor must ensure that areas of NWS sites that have defined Security/Operations and Reception/Accommodations zones. The Contractor must ensure that unescorted entry into Security/Operations zones is limited to those personnel who have the required security clearance and have a valid need to perform duties within that zone.			
10.6 Managing Communications Security (COMSEC);			
10.6.1 The Contractor must establish and maintain COMSEC account with Communications Security Establishment (CSE) and CSE which must be the COMSEC Authority for the account.			
10.6.2 The Contractor must establish, implement and administer a COMSEC program in accordance with IT Security Directive for the Control of COMSEC Material in the Canadian Private Sector ITSD-06A. Implement COMSEC program including			

- COMSEC Standard Operating Procedures in accordance with the CSEC Industry COMSEC Material Control Manual ITSD-CSD-01a. The program is to include an Emergency Destruction Plan (EDP) also in accordance with the CSEC Industry COMSEC Material Control Manual ITSD-CSD-01a. The EDP must be available at every NWS site or Contractor location where COMSEC material is held.
- 10.7 Maintaining MODE 5 crypto capability;
    - 10.7.1 Maintain the capability to load Mode 5 crypto codes at each LRR site location. Ensure sufficient operational keymat is available to load Mode V crypto code, including SKL, batteries and fill cables. Coordinate, track and schedule crypto keying requirements at all sites.
  - 10.8 Managing site security;
    - 10.8.1 The Contractor must manage the physical security of NWS sites to safeguard against espionage, sabotage, damage or destruction.
    - 10.8.2 The Contractor must receive, secure, issue, log, and inventory all keys placed in the custody of the Contractor for all facilities and installations of the NWS.
    - 10.8.3 The Contractor must ensure that each individual visiting an NWS location signs a hard copy visitor register. Registers are to be held at each Logistics Support Site (LSS), each Long Range Radar (LRR) site, the North Warning System Support Center (NWSSC), the North Warning system Control Center (NWSCC) and the Short Range Development (SRD) site. The visitor register must contain the visitor's name, security clearance, time in, time out and sites visited. The Contractor must retain the visitor register for the life of the NWS Contract. A second register is required for personnel entering the Comms room for every site.
  - 10.9 Managing security incidents;
    - 10.9.1 The Contractor must respond to, investigate and report security and Communications Security (COMSEC) incidents affecting the NWS to the NWSO. Security and COMSEC incidents include:
      - 10.9.1.1 Compromise or suspected compromise of COMSEC, classified or designated information and/or controlled goods;
      - 10.9.1.2 Criminal negligence causing damage to Government Property;
      - 10.9.1.3 Embezzlement or fraud; and
      - 10.9.1.4 Theft or loss of Government Property.
    - 10.9.2 The Contractor must maintain and monitor security systems including security alarms and cameras remoted through data communications links to the NWSCC. When alarm systems are activated at any unattended site, the Contractor must dispatch LSS personnel immediately to respond/investigate the alarm.
    - 10.9.3 The Contractor must notify the 22 Wing Military Police of any security incidents occurring at the NWSSC, the NWSCC and the SRD, with copy to the NWSO.
    - 10.9.4 The Contractor must submit initial and follow up security incident reports to the NWSO TA. The initial report must be submitted within 24 hours of the incident occurring, with follow-up reports submitted as required until the incident has been fully investigated and the root cause of the incident has been identified. The final report must identify any required corrective action to prevent a recurrence of the incident.
  - 10.10 Conducting security inspections.
    - 10.10.1 The Contractor must conduct security inspections at NWS sites, as follows:
      - 10.10.2 LSSs – annually;
      - 10.10.3 LRR sites – annually;
      - 10.10.4 SRR sites – a minimum of 18 site inspected annually with remainder of sites inspected the following year;
      - 10.10.5 SRD site – annually;
      - 10.10.6 NWSCC – annually; and
      - 10.10.7 NWSSC – annually.
    - 10.10.8 The inspections must include, at a minimum, a review of physical security, controlled goods management, COMSEC management and an audit of the site visitor register. Deficiencies noted must be corrected at the time of the inspection. Any findings not corrected at the time of the inspection must be recorded and tracked until corrective action has been completed. Regardless of corrective action, all noted deficiencies must be included in the security inspection report.
  - 10.11 Managing Controlled Goods
  - 10.12 Information Security.
    - 10.12.1 The Contractor must clear all information releases pertaining to the NWS through NWSO prior to publication or release by any of the Contractor's employees. The Contractor must ensure that security briefings form part of the orientation training for Contractor personnel. The Contractor must ensure that as part of the security briefing, personnel are cautioned against divulging classified/designated information either during or following employment on the project, and are made aware that unauthorized disclosure of classified/designated information is a criminal offence.
  - 10.13 Provide Security Services;
    - 10.13.1 The Contractor must provide physical security services, in accordance with DND security requirements, to ensure that individuals, information, assets and services are safeguarded and that critical services and operations continue in the event

of emergencies.

10.14 Identify and Comply with Physical Security Requirements.

10.14.1 The Contractor must comply with physical security requirements of NWS Security Officers (DSOs), considering security threats, including:

10.14.1.1 Unauthorized access;

10.14.1.2 Work-related violence;

10.14.1.3 Loss of availability of assets;

10.14.1.4 Monetary or heritage loss; and

10.14.1.5 Loss of asset integrity.

10.14.2 The Contractor must continually assess risks, implement, monitor and maintain appropriate internal management controls, and prevent, detect, respond to, and recover from security threats, issues, problems and breaches.

10.15 Operate a Key Control Program.

10.15.1 The Contractor must receive, secure, issue, log, and inventory keys placed in the custody of the Contractor for facilities and installations of the NWS.