

RISK ASSESSMENT PROCESS  
FOR  
NAF CONTRACT ACTIONS

**THREAT ASSESSMENT FACTORS**

1. Is the contract request for a:
  - a. Service (includes Concession and Consignment)
  - b. Supply
  - c. Construction
  
2. Assessment of supply contract request:
  - a. Could the commodity be easily tampered with?

*If yes, address specific language to mitigate risk for the product and/or item description to address special AT requirements. Include AT/OPSEC Coversheet language from Section IV for contracts that require delivery of food and water.*
  
  - b. How?
  
  - c. How would you mitigate this?
  
3. Assessment of service, supply, or construction contract request with delivery on a government controlled installation, facility, or area:
  - a. Will the contractor's area of performance be on a military installation or military-controlled area?
  
  - b. In proximity to military personnel while outside a military-controlled area?

*If yes, include AT/OPSEC Coversheet language in Section IV for AT Level I training, Access and general protection/security policy and procedures, and iWATCH Training.*
  
4. Will contractor area of performance be in or on a facility that requires additional:
  - a. security clearances
  - b. CAC card
  - c. Badging

5. Have current and potential future threat levels' which effect contractor performance been considered?
  - a. Will contractor employees need to access military information systems?
  - b. Will contractor employees be handling or need access to classified and/or sensitive data?
  - c. Will contractor employees have frequent direct contact with government personnel?

*If yes, include AT/OPSEC Coversheet language in Section IV for contractors requiring Common Access Card (CAC)*

6. What are the periods of performance? (i.e. M-F, 0800-1700)
  - a. Days
  - b. Hours
7. In consideration of the threat assessment of the area of performance:
  - a. What is the likelihood of the potential insider threat?
  - b. Is the contractor granted access to the unit area, personnel, and equipment?
  - c. Did the local nationals (LNs) or third-country national contractor personnel go through a locally approved personnel verification process?
  - d. What process?
  - e. Is there a biometrics process in place to register LN and third-country national employees?

## **CRITICALITY**

1. A detailed review of potential vulnerability consequences that could result if contractor actions are not mitigated.
  - a. Will the contract be performed at or near mission-critical facility or capability locations?
  - b. Can the contractor gain unauthorized access to these critical areas or locations?

- c. Is the contracted service mission critical?
  - d. Would delay or loss of the contracted service have a critical impact on the mission?
  - e. Is the contractor working with personnel, systems, or material that is of critical importance?
2. Consider IT systems and networks, weapons systems, etc.
- a. What essential information can contractor personnel gain knowledge of in performance of their duties?
  - b. Does the requirements package contain sensitive information?

## **VULNERABILITY**

**A detail review of the potential vulnerabilities associated with the contractor's performance of the specific task described in the SOW and evaluated through the Quality Assurance Plan. Vulnerabilities are directly affected by the effectiveness of any existing security procedures or AT measures that are in place.**

- 1. Does the contractor require access to sensitive areas to perform duties?
  - a. What potential vulnerabilities to forces, facilities, and supplies may we incur through this particular contract requirement?
- 2. Will contractor personnel have access to any of the following hazardous materials:
  - a. Fuel
  - b. Ammunition
  - c. Medical waste
  - d. Other
- 3. What specific contract and/or QASP language can mitigate the issues noted above?

**Continuous risk evaluation**

After contract award, ensure that the contracting office is informed (immediately through the appropriate COR) of any major threat level or AT/OPSEC procedure changes that may significantly impact the terms and conditions of the contract.

COR Assigned to Contract (name, email, and phone number):

Based on the completed Risk Assessment and Determination the ATO/OPSEC POC will provide the ANTITERRORISM/OPERATIONS SECURITY REVIEW COVER SHEET with completed Section II - required training and Section III remarks for the Contract being reviewed to be included in the Contract Requirements Package submitted by requiring activity.

**Prepared by Requiring Activity POC signature:**