



April 30, 2008

Dear SSA Contractor:

The purpose of this letter is to transmit the enclosed security bulletin entitled *Social Security Administration (SSA) Security Awareness: Contractor Personnel Security Certification*.

You are responsible for distributing the bulletin as quickly as possible within your organization to those individuals who provide contract support to SSA under all of your contracts and orders with SSA. You must also ensure that the bulletin has been delivered to all of your subcontractors working under your SSA contracts and orders. You must receive and retain signed copies of the bulletin from each employee (including subcontractor employees).

Please email the Office of Acquisition and Grants (OAG) by June 15, 2008 with confirmation that the security bulletin has been distributed, and that your staff has signed the document. This confirmation must include the number of employees who signed the document. The email address to send replies to is DCBFM.OAG.FISMA@ssa.gov. If you do not have email capabilities, please send a written confirmation that you have taken the above action to the following address:

Social Security Administration
Office of Acquisition and Grants
Attn: Gregory Wizar
7111 Security Boulevard
Baltimore, Maryland 21244

If you have any questions, please contact OAG via the email address indicated above. Thank you for your time and attention to this important matter.

Sincerely,

Dianne L. Rose
Acting Associate Commissioner
Office of Acquisition and Grants

Enclosure

Social Security Administration (SSA) Security Awareness:
Contractor Personnel Security Certification

Purpose: This form is used for contractor personnel to certify that they have received and understand SSA's Security Awareness Training requirements detailed below.

I understand the following SSA Security Awareness Training Requirements and agree that:

1. I will not construct and maintain, for a period of time longer than required by the contract, any record or file containing SSA data unless explicitly agreed to by SSA in writing as part of the task documentation.
2. I will safeguard SSA information (file, record, report, etc.) when taken offsite.
3. I will not inspect SSA information without proper authorization.
4. I will keep confidential any third-party proprietary information that may be entrusted to me as part of the contract.
5. I will not release or disclose any SSA information to any unauthorized person. SSA information includes Federal Tax Information, whose unauthorized disclosure is subject to penalties under Sections 6103, 7213, 7213A and 7431 of the IRS Code. All SSA information is also protected by Section 1106 of the Social Security Act.
6. If a clause addressing the protection of confidential information is included in any contract under which I am working, I will adhere to the policies and act in accordance with the procedures contained in that clause.
7. If a clause addressing the protection of personally identifiable information (PII) is included in any contract under which I am working, I will adhere to the policies and act in accordance with the procedures contained in that clause.
8. I understand that disclosure of any information to parties not authorized by SSA may lead to civil and/or criminal prosecution under Federal Regulations.

Contractor Employee

Date