

Attachment A

Source Selection Information

Protection of source selection information is of great importance since the loss, misuse, or unauthorized access to or modification of which could adversely impact the interests of our clients.

Annual review of the contract's DD Form 254, this document, and signing of an acknowledgement letter will be required during Kepler's annual refresher training for Insider Threat Awareness, Cyber Security, Counterintelligence, and Security Training.

Failure to follow the requirements of this document, DD Form 254, and any additional written guidance provided by the client's Contracting or Security Officers will lead to disciplinary action and could lead to termination.

In order to protect source selection information, it is the policy of the Kepler Research for each employee to properly handle and secure source selection information by:

1. General

- A. Collect and retain source selection information only when it is necessary to satisfy a client's business requirement.
- B. You are not allowed to copy any source selection information to an external memory device (example: flash drive or CD).
- C. Classified (secret/top secret) must be viewed and stored at the client site location only.

2. Marking

- A. Use a Source Selection Sensitive cover sheet with all printed documents.
- B. Email subject lines will contain the following, "Source Selection Information See FAR 2.101 & 3.104 – DO NOT FORWARD".

3. Safeguarding

- A. Only those individuals who have a legitimate need to access source selection information in the performance of their duties and have signed an appropriate Non-Disclosure Agreement (NDA) shall be provided access. (Note: NDAs will be signed for each source selection and are provided by the Government Contracting Officer. Signed NDAs will be returned to the Government Contracting Officer and a copy maintained within Kepler).

- B. Take precautions to prevent unauthorized individuals from overhearing conversations, observing the material, or otherwise obtaining the information.
- C. Store source selection electronic information only on government provided information technology (IT) equipment.
 - Laptop computers and other media containing source selection information will be stored and protected to prevent loss, theft, unauthorized access and unauthorized disclosure.
 - Storage on flash drives or CDs is not authorized.
- D. Only email source selection information to client or other Kepler employees who are on the source selection team and have the required Need-To-Know and ONLY send to government assigned email addresses (emails to .com addresses are not allowed).
 - Encryption is required for all emails sent containing, source selection and CUI/FOUO information. See DD Form 254 for contract specific requirements.
 - Email subject lines will contain the following, "Source Selection Information See FAR 2.101 & 3.104 – DO NOT FORWARD".
- E. Print source selection information only on **client approved printers**.
- F. Store paper copies in locked drawers, file cabinets, or locked offices.
- G. When source selection documents are no longer needed return the documents to the client or shred them if no longer required. DO NOT PLACE IN A TRASH CAN.
- H. Ship source selection information by postal service or commercial carrier only when required. The shipment shall be tracked and followed up on in a timely manner to ensure that it arrives intact at its destination.