

Contractor Security Guidance

DHHS requires employees and contractors to protect the Department's data by complying with the [DHHS Information Security Program Handbook](#). As part of NIH and DHHS, NCI is subject to this policy, which requires contractor personnel to fulfill a number of requirements. Below is a brief summary of the requirements:

- The project officer must maintain a roster of contractor personnel for use as a tool to track compliance for each contractor working on a project.
- Contractor staff with access to NIH or NIH computer resources must complete and submit all forms required for initiation of a background investigation.
- Contractor staff with access to NIH computer resources must meet the NIH security training requirements.
- Contractor staff with access to sensitive information must sign a Non-Disclosure Agreement.
- Contractors must complete the IT security separation checklist for staff leaving the contract and return the completed form to the appropriate project officer.

The contractor may be required to submit a System Security Plan based upon AIS security contract language. Follow the appropriate links below for more information and resources on:

- [Background Investigations](#)
- [Security Training](#)
- [Personnel Separation Documentation](#)