

## HOMELAND SECURITY ACQUISITION REGULATION

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### DEPARTMENT OF HOMELAND SECURITY FORMS FOR USE IN ACQUISITION

This HSAR notice is being transmitted to all DHS Heads of Contracting Activities and Acquisition Leads. PLEASE DISSEMINATE TO WIDEST POSSIBLE AUDIENCE - ACQUISITION STAFF, FINANCIAL PERSONNEL, CUSTOMERS, PURCHASE CARDHOLDERS, ETC.

**Introduction:** This transmittal provides the first HSAR Notice 04-01, including the latest information regarding the procurement and non-procurement forms referenced in the HSAR. This notice is issued in accordance with HSAR 3001.301-70(b)(2). The changes will be addressed in the HSAR final rule. This HSAR notice will be posted at [www.dhs.gov](http://www.dhs.gov) and the DHS Online websites. The changes are as follows:

#### (1) PART 3037 SERVICE CONTRACTING

##### Subpart 3037.1 Service Contracting - General.

##### Subpart 3037.103 Contracting officer responsibility.

**3037.103-70 Contractor personnel access application.** This subpart is deleted in its entirety as the subpart contains reference to a non-procurement form dealing with contractor personnel access. After the HSAR issuance, the HSIF Form 3237, Contractor Personnel Access Application, was cancelled from the DHS forms library. OEs procurement offices should contact their OE Security Offices to obtain the proper forms for contractor employees to complete for contractor personnel access.

**3037.103-71 Conditional access to sensitive but unclassified information.** The first sentence is revised to read: Contractor personnel who will require access to sensitive but unclassified information as part of contract performance shall complete a Sensitive But Unclassified Information Non-disclosure Agreement, before starting work under the contract.

(The HSIF Form 4024, Sensitive Information Non-Disclosure Agreement, was superseded by the DHS Form 11000.6, Conditional Access to Sensitive But Unclassified Information Non-Disclosure Agreement. This form is available at the DHS Online under "Security Forms" <https://dhsonline.dhs.gov/portal/jhtml/general/forms.jhtml>. HSAM 3037.110-70(b) will be revised to incorporate this current information.)

#### (2) PART 3052 SOLICITATION PROVISIONS AND CONTRACT CLAUSES

##### Subpart 3052.2 Text of Provisions and Clauses

**HSAR Clause 3052.245-70(b) is revised to read:**

(b) The report shall be submitted to the Contracting Officer not later than September 15th

of each calendar year on DHS Form **0700-05**, Contractor Report of Government Property.

### **(3) PART HSAR 3053 FORMS**

#### **Subpart 3053.2 Prescription of Forms**

##### **3053.222-70 Application of labor laws to Government acquisitions.**

The prescription (form number) is revised to read: DHS Form **0700-04**, Employee's Claim for Wage Restitution.

##### **3053.245-70 Report of Government property.**

The prescription (form number) is revised to read: DHS Form **0700-05**, Contractor Report of Government Property.

#### **Subpart 3053.3 Illustration of Forms**

**3053.303 Agency forms.** Change the second sentence to read: To access these forms go to: [www.dhs.gov](http://www.dhs.gov) under ("Business", Acquisition Information) or <https://dhsonline.dhs.gov/portal/jhtml/general/forms.jhtml>

The HSAR Form table is corrected to include DHS Form number **0700-01 through 0700-05**, respectively.

(DHS Forms 0700-01 through 0700-05 were updated to include the OMB expiration date are available at [www.dhs.gov](http://www.dhs.gov) under ("Business", Acquisition Information) and the DHS-Online at <https://dhsonline.dhs.gov/portal/jhtml/general/forms.jhtml>. Other than the addition of the OMB expiration date, no revisions were made to the text. The forms were reprogrammed for user completion. All five forms are only available in Word.)

#### **Additional Information:**

Direct questions or comments to Kathy Strouss (202) 772-9955 [kathy.strouss@dhs.gov](mailto:kathy.strouss@dhs.gov) or Angelie Jackson at (202) 692-4211 or e-mail [angie.jackson@dhs.gov](mailto:angie.jackson@dhs.gov).

**Attachment:** None

**Effective Date:** 06 April 2004

**Expiration Date:** Effective until superseded by the HSAR final rule.

**Signed by:**

**(signed)**

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**Ashley J. Lewis**  
**Director, Office of Acquisition Policy and Oversight**