

DCSA FORM 147

Open Storage Area Approval Checklist

DCSA approves safeguarding under the National Industrial Security Program (NISP) for contracts upon which the Department of Defense maintains security cognizance. This includes approving open storage areas in accordance with 32 CFR Part 117, NISPOM Rule, requirements and 32 CFR Part 2001 references.

Open storage area approvals are documented and maintained on the DCSA Form 147, April 2022. This 15-page form is approved by OMB for the collection of the information. It documents facility general information, security-in-depth controls, open storage area characteristics and security measures, and intrusion detection systems.

UNCLASSIFIED (Unless directed)
Document is Unclassified unless required by contract or security classification guide.

OMB No. 0705-0006
OMB approval expires 2025/03/31

OPEN STORAGE APPROVAL CHECKLIST

The public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to the Department of Defense, Washington Headquarters Services, at whs.mc-saics.csd.mbx.dod-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

CLASSIFY ACCORDING TO CLASSIFICATION AUTHORITY

CHECK APPLICABLE BLOCKS

☐ Pre-construction, Complete Sections as Required by DCSA ☐ Update/Change to previous Open Storage area ☐ Interim Open Storage Approval ☐ Final Open Storage Approval

Annotate action being requested. Refer to Section F, Acknowledgments and Approval Signatures for final approval status.

List of Contents:

Section A: Facility General Information

Section B: Security-in-Depth

Section C: Open Storage Area Security

Section D: Open Storage Area Doors

Section E: Intrusion Detection System (IDS)

Section F: Acknowledgments and Approval Signatures

Explain the reason for Open Storage Area and List of Attachments if necessary:

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Preparing to Complete the DCSA Form 147

from the Contractor Perspective

- ☐ Review NISPOM Rule 117.15, Safeguarding, and 32 CFR Part 2001 related to storage, equipment, locks, transmission, destruction, and minimum construction requirements.
- ☐ Review the DCSA Form 147. Gather as much information as possible for each section relevant to your operations. Non-relevant sections should be left blank.
- ☐ Identify the contractual requirement for the open storage area. A prime contract number is mandatory for DCSA approval even for subcontractor facilities.
- ☐ Establish and implement an internal security plan for the construction process if applicable. The plan should be detailed and adhere to NISPOM Rule section 117.15 and Part 2001 requirements.
- ☐ Coordinate with the assigned DCSA Industrial Security Representative (ISR) early and often during the construction or modification process, or to ask questions related to open storage area approval.





DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

DCSA Form 147: Open Storage Area Approval Checklist

Completing the DCSA Form 147

from the Contractor Perspective

☐ Section A: Facility General Information

Provide general basic facility information to give a clear and detailed description of the facility and information being stored.

☐ Section B: Security-in-Depth

Describe the implemented layered and complementary security to deter and detect unauthorized entry and movement within the facility (e.g., access control system, guards, IDS).

☐ Section C: Open Storage Area Measures

Describe in detail the physical security measures being installed or used at the facility. In some cases, the questions may not apply. If additional space is needed, use the remarks section or additional sheet and reference the applicable section.

☐ Section D: Open Storage Area Doors

Provide information related to all entry/exit doors to the facility. Ensure the doors adhere to the minimum requirements for size and type.

☐ Section E: Intrusion Detection Systems

Describe the Intrusion Detection System (IDS) being installed or used in the space. Provide a copy of the Underwriter's Laboratory Certification, if available.

☐ Section F: Acknowledgments and Approval

Certify the DCSA Form 147 is accurate and complete by signing this section. Submit the certified Form to the DCSA ISR for consideration. Upon approval, maintain a copy of the DCSA Form 147 and submit security relevant changes.



Interim and Final Approvals

- ❖ DCSA can issue an interim or final approval for open storage areas based on operational need
- ❖ DCSA on-site review is not required to issue an interim approval but qualifying criteria must be met by the contractor
- ❖ Interim approvals expire one year from the date of approval
- ❖ FSO must submit a DCSA Form 147 for re-approval at least 60 days prior to interim approval expiration date
- ❖ DCSA must conduct an on-site review prior to issuing a final approval
- ❖ Final approvals remain valid until rescinded, revoked, or the facility no longer has a classified requirement for an open storage area





DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

DCSA Form 147: Open Storage Area Approval Process Map

