

Defense Contractor Readiness Assessment

Use this self-review to identify questions before a defense bid or subcontract. For each item record Ready, Gap, Not applicable, or Needs verification in your working notes. There is no passing score; this is not an audit or security assessment.

1. Work and customer

- ☐ Identify the actual contract or subcontract, buyer, scope, place of performance, and deadlines.
- ☐ Confirm business eligibility, required registration, contract vehicle, and delivery capacity.
- ☐ Review the complete solicitation or proposed subcontract and amendments.

2. Information and cybersecurity

- ☐ Identify whether the work involves federal contract information, CUI, classified information, or other protected data.
- ☐ Determine applicable FAR/DFARS clauses and cybersecurity or assessment obligations for this contract.
- ☐ Map where relevant data would be received, stored, processed, transmitted, and shared.
- ☐ Assign accountable people for systems, policies, incident response, and evidence.
- ☐ Confirm required supplier flow-downs and support; do not assume a commercial tool alone makes you compliant.

3. People and security

- ☐ Confirm which roles require qualifications, access, or clearances for this specific scope.
- ☐ If classified work is involved, verify facility and personnel requirements through the proper security process.
- ☐ Remember that a CAGE code is not a facility clearance; a facility clearance is not universally required for defense work.
- ☐ Review staffing capacity, onboarding, training, and authorized subcontract support.

4. Contract administration

- ☐ Review payment, invoicing, acceptance, changes, termination, and data-rights terms.
- ☐ Check insurance, quality obligations, accounting needs, and applicable labor requirements.
- ☐ Evaluate cash flow and schedule risks before committing.
- ☐ List gaps, responsible owners, and verification steps; obtain qualified professional help where needed.

Official starting points

Acquisition clauses: <https://www.acquisition.gov/>

DCSA industrial security: <https://www.dcsa.mil/Industrial-Security/>

DoD CMMC:

<https://business.defense.gov/Programs/Cyber-Security-Resources/Cybersecurity-Maturity-Model-Certification/>

DLA CAGE: <https://cage.dla.mil/>

General planning guidance, not legal advice, certification, or proof of eligibility. Requirements depend on the buyer, solicitation, contract, and data involved. Check current official instructions. Keep tax, banking, passwords, controlled information, and personal identity records out of this worksheet.

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