

**DEPARTMENT OF DEFENSE  
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

*(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)*

**1. CLEARANCE AND SAFEGUARDING**

a. FACILITY CLEARANCE REQUIRED

**SECRET**

b. LEVEL OF SAFEGUARDING REQUIRED

**SECRET**

**2. THIS SPECIFICATION IS FOR:** *(x and complete as applicable)*

<input type="checkbox"/>	a. PRIME CONTRACT NUMBER	
<input type="checkbox"/>	b. SUBCONTRACT NUMBER	
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER TBD	DUE DATE (YYMMDD) TBD

**3. THIS SPECIFICATION IS:** *(x and complete as applicable)*

<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date in all cases)	DATE (YYMMDD) 2004/06/18
<input type="checkbox"/>	b. REVISED (Supersedes all previous specs)	Revision No. DATE (YYMMDD)
<input type="checkbox"/>	c. FINAL (Complete Item 5 in all cases)	DATE (YYMMDD)

**4. THIS IS A FOLLOW-ON CONTRACT?**  YES  NO. If Yes, complete the following:

Classified material received or generated under \_\_\_\_\_ *(Preceding Contract Number)* is transferred to this follow-on contract.

**5. IS THIS A FINAL DD FORM 254?**  YES  NO. If Yes, complete the following:

In response to the contractor's request dated \_\_\_\_\_, retention of the identified classified material is authorized for the period of \_\_\_\_\_.

**6. CONTRACTOR** *(Include Commercial and Government Entity (CAGE) Code)*

a. NAME, ADDRESS, AND ZIP CODE TBD	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> TBD
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**7. SUBCONTRACTOR**

a. NAME, ADDRESS, AND ZIP CODE TBD	b. CAGE CODE	b. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip code)</i> TBD
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**8. ACTUAL PERFORMANCE**

a. LOCATION TBD	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> TBD
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**9. GENERAL IDENTIFICATION OF THIS PROCUREMENT**

10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION:		<input checked="" type="checkbox"/>	e. PERFORM SERVICES ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) Sensitive Compartmented information (SCI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(2) Non-SCI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. NATO INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	l. OTHER <i>(Specify)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. OTHER <i>(Specify)</i> Contractor will need Top Secret Access to DoD facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contractor may be required to have systems accredited under the Industrial Security Manual for processing classified information at the Secret level of classification		

**12. PUBLIC RELEASE.** Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the iNISPOM or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release

Direct  Through (*Specify*):

Department of Defense, Office of the Inspector General, Freedom of Information Office and Privacy Act,  
400 Army Navy Drive, Arlington, VA 22202

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.  
\*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (*Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.*)

See attachment to DD Form 254.

Contract will come under the Security Cognizance of the Industrial Security Office. All violations that occur on site at the Government will be reported to the cognizance security office for handling.

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to NISPOM requirements, are established for this contract. (*If Yes, identify the pertinent contractual clauses in the contract document itself, or provide any appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.*)

Yes  No

ADP Level 1 Required

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (*If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.*)

Yes  No

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL  
Frank L. Bailey

c. TITLE  
Chief, Administration &  
Logistics Services Directorate

c. TELEPHONE (*Include Area Code*)

d. ADDRESS (*Include Zip Code*)

400 Army Navy Drive  
Arlington, VA 22202

e. SIGNATURE

**17. REQUIRED DISTRIBUTION**

- a. CONTRACTOR
- b. SUBCONTRACTOR
- c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
- d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
- e. ADMINISTRATIVE CONTRACTING OFFICER
- f. OTHERS AS NECESSARY

Continuation of DD Form 254, Item 13.

1. The name, telephone number and address of the Contract Representative for the classified portion of the contract is indicated in block 16, of DD Form 254.

2. The contractor will not reproduce any classified material without written permission from the contract monitor. When such permission has been granted, the contractor will control and account for such reproduction in the same manner as pertains to originals. Markings will be in accordance with the Industrial Security Manual.

3. The contractor will not make any reference to classified information under this project, even any unclassified acronyms, in any public publication.

4. This contract may require access to sensitive compartmented information only at U.S. Installation.

5. Unclassified collateral information may not, be released without the approval of the contract monitor.

6. The contractor is authorized direct communications with the designated contract monitor and the designated Security Office in all matters pertaining to classified requirements. The contract monitor identified above will receive a copy of all correspondence which may have an impact upon the contractor's ability to perform under this contract.

7. By virtue of access to classified information and or intelligence materials, contractor employees may have restrictions placed on them for foreign travel in or through countries or other countries of unrest. The contractor shall be responsible for exercising adequate supervision to assure that employees are willing to comply with the requirements for notification and obtaining authorization for foreign travel from the user agency contract monitor.

8. The contractor will inform the contract monitor and the user agency at least 10 working days in advance of any business visits that will involve the passing of access from one location to another. (Note: Emergency exceptions will be handled on a case by case basis.) The contract representative will certify the need to know and approve passing of clearances by the user agency.

9. Contractor employees will not carry classified material on any commercial transportation in the world without the approval of the cognizant security authority.

10. The contractor will advise the Contract Representative immediately upon reassignment of personnel to other duties not associated with this contract.

11. Courier of classified material on commercial aircraft is only authorized by the cognizant security authority.

12. Intelligence material, whether or not bearing control markings, will not be released to foreign visitors, foreign nationals, or immigrant aliens, regardless of their position or level of their security clearance, except with the specific permission of the originating agency.

13. Classified and/or intelligence material released to the contractor will not be destroyed unless and until written authorization is received from the releasing agency. When so authorized, the contractor will destroy such material in accordance with the Industrial Security Manual.

14. For non-SCI material, authorization and briefings will be in accordance with the Industrial Security Manual, and or other appropriate directives. In any case, the employee will be briefed on his/her obligations to safeguard the information. The employee will be debriefed according to the applicable regulations when the access is terminated.

Intelligence information, which is non-SCI, may be handled and controlled outside SCIFs. Such intelligence information is marked with warning notices and must be afforded special handling and safeguarding.

15. Unclassified collateral information may not be released without the approval of the contract monitor.

16. Intelligence material, whether or not bearing control markings, will not be released to foreign visitors, foreign nationals, or immigrant aliens, regardless of their position or level of their security clearance, except with the specific permission of the originating agency.

17. Prior to granting an employee access to classified and or intelligence material, proper authority will be obtained.

18. Processing of classified (collateral) information must be accomplished on equipment accredited in accordance with the Industrial Security Manual.

19. **Marking and Handling:** Classification designation, time limits, derivative marking procedures and other requirements of Executive Order 13292, (Further Amendment to Executive Order 12958, Classified National Security Information) are to be applied to information classified pertinent to this DD Form 254 in accordance with Department of Defense (DOD) Regulation 5200.1-R) Information Security Program), and DOD 5220.22-M (Industrial Security Manual for Safeguarding Classified Information as appropriate.

20. The contractor will maintain records, by name and title, of all employees authorized visitors who have access to classified and or intelligence material. The contractor will confirm that all employees are authorized access to the material under this prescribed contract.

21. Non-US citizens to include immigrant aliens are not authorized access to classified information under this contract without the written authorization from the government.

22. Contractor personnel are required to have a personnel security clearance at the level of access as determined by the Contracting Officer Technical Representative (COTR) clearance may be at the level of Secret and Top Secret in order to have access on site. The contractor facility will be cleared at the Top Secret level with Secret safeguarding. Contractor personnel are required to have Top Secret clearances for receipt and generation of classified documents. Documents above the classification of SECRET will be stored at the contractors facility with the approval of the COTR.

23. The "For Official Use Only" information provided under this contract shall be safeguarded as specified in the Industrial Security Manual.

24 **Public Release:** The fact that certain details of information under this contract is unclassified does not allow automatic public release.

25. **Compilation of Information:** A compilation of unclassified items or information shall normally not be classified. In some circumstances (e.g., system level specifications), classification may be required if the aggregation of unclassified items of information provides an insight into the system, which warrants classification. Classification on this basis shall be used sparingly and complete justification of this classification, citing any direction by classification authorities, shall be stated on the title or first page of the document. Classification may not be used to limit dissemination of information that is not classified or to present or delay the public release of such information.

26. Other Classified Material: Agencies such as the National Security and Defense Intelligence Agency creates material, which they classify in accordance with other security classification guides. This classified material must be protect at the level of classification designated by the

27. The contractor is expected to identify potential security classifications issues during the performance of each contract task and protect the information as if classified until the issues are coordinated/resolved with the government.