

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING	
				a. FACILITY CLEARANCE REQUIRED	
				b. LEVEL OF SAFEGUARDING REQUIRED	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>			3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>		
a. PRIME CONTRACT NUMBER				a. ORIGINAL <i>(Complete date in all cases)</i>	
				DATE (YYYYMMDD)	
b. SUBCONTRACT NUMBER				b. REVISED <i>(Supersedes all previous specs)</i>	
				REVISION NO.	
				DATE (YYYYMMDD)	
c. SOLICITATION OR OTHER NUMBER		DUE DATE (YYYYMMDD)		c. FINAL <i>(Complete Item 5 in all cases)</i>	
				DATE (YYYYMMDD)	
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.					
6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. NAME, ADDRESS, AND ZIP CODE			b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE			b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
8. ACTUAL PERFORMANCE					
a. LOCATION			b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT					
10. CONTRACTOR WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
				YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION				a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	
b. RESTRICTED DATA				b. RECEIVE CLASSIFIED DOCUMENTS ONLY	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION				c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	
d. FORMERLY RESTRICTED DATA				d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	
e. INTELLIGENCE INFORMATION (1) Sensitive Compartmented Information (SCI) (2) Non-SCI				e. PERFORM SERVICES ONLY	
f. SPECIAL ACCESS INFORMATION				f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	
g. NATO INFORMATION				g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	
h. FOREIGN GOVERNMENT INFORMATION				h. REQUIRE A COMSEC ACCOUNT	
i. LIMITED DISSEMINATION INFORMATION				i. HAVE TEMPEST REQUIREMENTS	
j. FOR OFFICIAL USE ONLY INFORMATION				j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	
k. OTHER <i>(Specify)</i>				k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	
				l. OTHER <i>(Specify)</i>	

12. PUBLIC RELEASE. Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual 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*)

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.*)

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. Yes No
 (*If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an 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.*)

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. Yes No
 (*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.*)

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	b. TITLE	c. TELEPHONE (<i>include Area Code</i>)
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d. ADDRESS (*include Zip Code*)

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

PREPARATION INSTRUCTIONS FOR THE DD FORM 254

Last Revision: 21 April 2011

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Ref: (a) DoD 5220.22-M of Feb 06
(b) SECNAV M-5510.36
(c) SECNAVINST C4200.35

Attachments:

- A Facility Clearance Request
- B Procedures for "FOR OFFICIAL USE ONLY" Information
- C Automated Information Systems (AIS) Personnel Security Program Requirements
- D Security Clauses for International Contracts
- E Intelligence-Related Contracting Requirements Checklist
- F Certification of Classification
- G Funding and Access Information Sheet

1. **General.** The DD Form 254 was designed to provide a contractor with the security requirements and classification guidance needed for performance of a classified contract. The references provides policy and indepth information.

2. **Preparing the DD Form 254.** The following corresponds to the Items on the DD Form 254. All entries must be typewritten. The project officer should review and ensure appropriate security requirements are on the form before forwarding for signature.

Item 1. CLEARANCE AND SAFEGUARDING

a. Item 1.a, insert the highest level of facility clearance required by the contractor for performance of the contract. Use only the words **TOP SECRET, SECRET, or CONFIDENTIAL**. Special caveats such as **RESTRICTED DATA, FORMERLY RESTRICTED DATA, COMSEC INFORMATION, etc.**, are not appropriate in this Item. The contractor must have a valid facility clearance at least as high as the classification indicated in this Item.

b. In Item 1.b, insert the highest level of safeguarding capability required by the contractor for performance of the contract. The classification level shown in Item 1b may not be higher than that shown in Item 1.a. If the contractor will not possess classified information at the cleared facility in performing the contract, enter Not Applicable **(N/A)** or **None**.

Item 2. THIS SPECIFICATION IS FOR

a. Insert **"X"** and complete as applicable. When a service contract (Item 11e is marked YES) is awarded and multiple prime contracts are involved, contractors may enter **"Multiple contracts"** in Item 2.a instead of a prime contract number.

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b. For SCI CONTRACTS: Insert "Expires: YYMMDD" the date when the contract will terminate in Item 2.a.

c. Item 2.b. is for use by contractors for their subcontracts. **This item is for use by contractors. U.S. Government does not use this item.**

d. Insert "X" in Item 2.c. for a solicitation (Request for Quote (REQ), Request for Proposal (RFP), Invitation for Bid (IFB)), or other User Agency Programs or Projects, and enter an appropriate identification number. In the next box that requests the "Due Date" for the solicitation enter due date (YYMMDD). In this event, add the following statement in Item 13 of the DD Form 254: **Item 2.c.: Pre-award access is not required. This DD Form 254 reflects the security requirements for the contract when awarded.**

Item 3. THIS SPECIFICATION IS

a. When the original DD Form 254 is issued, insert "X" in Item 3.a. and enter date (YYMMDD). The date of the original will appear unchanged on each revised or final DD Form 254 issued thereafter. Item 3.a. applies only when a solicitation is issued or when the contract is awarded.

b. When a revised DD Form 254 is issued, insert "X" in Item 3.b., show revision number (example "01") and enter date (YYMMDD) of revision. Each time a revision is issued, it shall be given a sequential revision number.

c. When a final DD Form 254 is issued, insert "X" in Item 3.c. and enter the date. If a final DD 254 is issued, Item 5. is always marked YES. A final is not required until, and unless, the contractor requests an extension of retention authority and the COR authorized the extension after coordination with the project officer and government contracting officer.

Item 4. IS THIS A FOLLOW-ON CONTRACT

a. The contract must be to the same contractor for the same Item or service as the preceding contract. When these conditions exist, enter an "X" in the YES box; and enter the preceding contract number in the space provided. This authorizes the contractor to transfer classified material received or generated under the preceding contract to the current contract. The need for the contractor to notify the project officer for retention of classified material is eliminated until completion of the follow-on contract.

b. If this is not a follow-on contract, enter an "X" in the NO box.

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Item 5. IS THIS A FINAL DD 254

a. If a final DD Form 254 is being issued, enter an "X" in the YES box, enter the date of the contractor's request for retention and the authorized period of retention in the spaces provided. The following statement will be placed in Item 13.:

Item 5. Classified material listed in (show contractor's letter requesting retention of classified documents) is approved (or is approved less the following documents) and retention is authorized until (show date but not longer than two years). LIST ALL DOCUMENTS SHOWING FULL IDENTIFICATION FOR ACCOUNTABLE AND CONTROL as an attachment to the DD Form 254.

b. The contractor's letter requesting retention of classified documents will be forwarded to the CMCC Custodian for retention and will ensure that the appropriate control records are annotated concerning the retention.

c. If this is not a final, enter an "X" in the NO box.

Item 6. CONTRACTOR (Includes the Commercial and Government Entity (GAGE) Code)

a. Enter the name and physical address (do not use the classified mailing address) of the prime contractor in Item 6.a. as it appears on DSS record.

b. Enter the contractor's Commercial and Government Entity Number (CAGE) Code in Item 6.b. This information must be verified by the Defense Security Service (DSS) Operations Center, Baltimore, MD by phone, 1-888-282-7682, prior to entering it on the form and a hard copy notification from DSS is requested for the ISO's files.

c. Enter the name and address of the appropriate regional DSS in Item 6.c.

d. When contract performance is outside the U.S., Puerto Rico, or a U.S. possession, territory, or trust territory in Item 6c. enter the name and address of the following government agency who will notify the appropriate security officials of the foreign government responsible for enforcing security requirements in the foreign contractor facility: **Defense Security Service, Office of International Programs, 1340 Braddock Place, Alexandria, VA 22314-1651.**

e. Also, the project officer and certifying official must include in the contract document or in Item 13, any special

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security clauses or physical security requirements necessary by virtue of the foreign location.

Item 7. SUBCONTRACTOR. Enter "N/A" in Items 7.a., 7.b. and 7.c. These items are not used, only the prime contractor when subcontracting will fill out this Item.

Item 8. ACTUAL PERFORMANCE

a. Enter the name and full address for the actual performance location in Item 8.a. Comply with Item 6.a for information required.

b. Enter the CAGE Code for the actual performance location in 8.b.

c. Enter the name and full address of the appropriate CSO in 8.c.

d. The CSO is always the DSS office that has industrial security jurisdiction over the geographical area in which the contractor is located - no other activity should be shown in this Item.

e. If inspections will be conducted by someone other than the CSO, complete Item 15 as appropriate. Conduct of inspections by an Agency other than DSS does not affect the CSO designation and does not relieve the contractor from the responsibility of providing a copy of the DD Form 254 to the CSO.

f. When actual performance is located at a number of locations, a full listing of contractor and military locations will be entered in Item 13. When more than one locations is identified for actual performance, a Item 13 entry will identify the information required in Item 6.a, b, and c.

Item 8. Actual performance will be conducted at the following locations.

Name of contractor Full address City, State, ZIP	CAGE CODE	Defense Security Service(DSS) Full address City State ZIP
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Commanding Officer
Military activity
Full address
City State ZIP

g. When SCI access is at other military locations, full identification for each activity will be provided.

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Item 9. GENERAL IDENTIFICATION OF THIS PROCUREMENT. Must be completed. Enter a short, concise, and unclassified description of the procurement action. This may be Research, Development, Production, Study, Services, IR&D, etc., such as, "Research and Development of Countermeasures Technologies or Services Related to Radar Equipment."

Item 10. THIS CONTRACT WILL REQUIRE ACCESS TO. The following Items will be marked YES or NO according to the requirements of each contract. An explanation of each Item follows this illustration.

10.a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION

a. If the contractor will require access to any COMSEC information, enter an "X" in the YES box. COMSEC information includes accountable or non-accountable COMSEC information and controlled cryptographic Items (CCI).

b. If accountable COMSEC information is involved, the contractor must have a COMSEC account and Item 11h would be marked YES.

c. The following statement will be placed in Item 13:
Item 10a. Contractor is authorized access to Government furnished cryptographic equipment and information. Access to COMSEC information, per NSA Manual 90-1, requires a final U.S. Government clearance and special briefings at the appropriate level. Subcontracting COMSEC information by a contractor requires prior approval from the Commander, (B 054).

d. Enter an "X" in the NO box when this Item does not apply.

10.b. RESTRICTED DATA

a. This Item will be marked YES if access to RESTRICTED DATA (i.e. Department of Energy) material which is classified and controlled under the Atomic Energy Act of 1954, or CNWDI, is required. This Item would always be marked YES if Item 10c is marked YES. Access to RESTRICTED DATA requires a final U.S. Government clearance at the appropriate level. MCBQ, Social Category Publications (SPECAT) Officer handles this material and if a requirement is identified the appropriate training will be implemented. Special background investigations are required by all involved in this program, CNWDI, and Formerly Restricted Data. The following statement will be placed in Item 13:
Item 10b. RESTRICTED DATA will be handled and controlled as indicated in the NISPOM. This contractor is permitted access to CNWDI in performance of the contract. The Government program manager or designated representative ensures the contractor security supervisor is briefed for access to CNWDI by a

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Government representative prior to granting access. Access requires a final U.S. Government clearance at the appropriate level.

b. Enter an "X" in the NO box when this Item does not apply.

10.c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION

a. This Item will be marked YES if access to CNWDI is required. The following statement will be placed in Item 13: Item 10c. CNWDI information will be handled and controlled as indicated in the NISPOM. This contractor is permitted access to CNWDI in performance of the contract. The Government program manager or designated representative ensures the contractor security supervisor is briefed for access to CNWDI by a Government representative prior to granting access. Access requires a final U.S. Government clearance and special briefings at the appropriate level. Subcontracting CNWDI information by a contractor requires prior approval from the Commander, (B 054).

b. Enter an "X" in the NO box when this Item does not apply.

10.d. FORMERLY RESTRICTED DATA

a. This Item will be marked YES if access to FORMERLY RESTRICTED DATA (i.e. Department of Energy) is required. The following statement will be placed in Item 13: Item 10d. FORMERLY RESTRICTED DATA will be handled and controlled as indicated in the NISPOM. This contractor is permitted access to CNWDI in performance of the contract. The Government program manager or designated representative ensures the contractor security supervisor is briefed for access to CNWDI by a Government representative prior to granting access. Access requires a final U.S. Government clearance at the appropriate level.

b. Enter an "X" in the NO box when this Item does not apply.

10.e. INTELLIGENCE INFORMATION

a. Intelligence information is under the jurisdiction and control of the Director of Central Intelligence (DCI) and is circulated within the intelligence community. If Intelligence information is involved, the project officer and COR are responsible for ensuring that the additional security requirements outlined in various DCI Directives are incorporated in the guidance, contract document itself and in Item 13 of the DD 254, provided to the contractor and are tailored to the performance requirements of the contract. **The Project Officer**

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will fill out the Intelligence-Related Contracting Support form, which is maintained at the Special Security Office.

b. The CSO does not conduct security inspections for Sensitive Compartmented Information (SCI) or Non-SCI information that involves intelligence but is responsible for inspections of non-SCI (non-intelligence information) in the possession of a contractor.

c. If access to SCI is required, Item 10e(1) and Items 14 and 15 would always be marked YES.

d. If access to non-SCI is required, Items 10e(2) and 14 would be marked YES, and Item 15 would be marked NO.

e. In some cases 10e(1) and (2) will both be marked YES, Item 14 marked YES, and Item 15 completed as appropriate.

f. The following statement will be placed in Item 13 if a "X" is placed in 10e(1) or (2) along with any statements identified above:

Item 10e. Intelligence information will be handled and controlled as indicated in the NISPOM. Access to Intelligence information requires a final U.S Government clearance at the appropriate level. The following also applies:

a. Intelligence information does not become the property of the contractor and may be withdrawn at any time. Upon expiration of the contract, all intelligence released and any material using data from the intelligence will be returned to the project officer or COR for final disposition.

b. Contractors will not release this information to any activity or person not directly engaged in providing services under the contract or to another contractor (including subcontractors), government agency, private individual, or organization without prior approval of the Director, Office of Naval Intelligence (ONI-5) via Commander, MCBQ (B054).

c. Intelligence material will not be released to foreign nationals or immigrant aliens who may be employed by the contractor, regardless of the level of their security clearance or access authorization, except with the specific permission of the Director, Office of Naval Intelligence (ONI-5) via Commander, MCBQ (B054).

d. Intelligence material will not be reproduced without prior approval of the Director, Office of Naval Intelligence (ONI-5) via Commander, MCBQ (B054). All intelligence material

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will bear a prohibition against reproduction while in the custody of the contractor.

e. Contractors will maintain records which will permit them to furnish, on demand, the names of individuals who have access to intelligence material in their custody.

f. Reproduction and destruction of this material, regardless of the classification, is prohibited without written approval from Commander, MCBQ (B054), Quantico VA or higher authority.

g. When access to SCI is required ensure that the statement for Item 15 is placed on the continuation sheets. **Attachments D, E, and F are to be filled out and submitted with documents as identified on them to the ISO for further delivery to the Command's SSO.**

h. Enter an "X" in the both NO boxes when this Item does not apply.

10.f. SPECIAL ACCESS INFORMATION

a. This means a Special Access Program (SAP) that has been approved by the higher authority. When SAP information is involved, the project officer is responsible for providing the contractor with the additional requirements in the contract document itself or in Item 13 as needed to ensure adequate protection of the information.

b. When this Item is marked YES, Item 14 would be marked YES, and Item 15 should be completed as appropriate.

(1) Some SAP's qualify as carve-outs, but not all SAP's are carve-outs. A "Carve-Out" is a classified contract in which the DSS has been relieved of inspection responsibility in whole or in part. Read Supplement 1 of reference (a) for further information.

(2) Access to SAP information requires a final U.S. Government clearance within the last five years at the appropriate level and special briefings.

c. The following statement will be placed in Item 13:
Item 10f: To execute this contract, additional security requirements in addition to DoD 5220.22-M will be required. The contractor shall comply with the security provisions of these programs. Marking and/or classification guidance for material originated or generated under this contract will be provided through the Security Branch SPECAT Publications Officer under separate cover. Any material generated by the contractor (including correspondence, drawings, models, mockups,

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photographs, schematics, progress, special and inspection reports, engineering notes, computations and training aids) shall be classified according to content. Guidance for classification shall be derived from the applicable Security Classification Guides, Government furnished equipment or data, or special instructions. Such material shall not contain contractor logos or similar identifiers which identify the specific contractor or team members. Reproduction and destruction of this material, regardless of the classification, is prohibited without written approval from Commander, MCBQ (B054), Quantico VA. Prior approval from the (owner of SAP) via Commander, MCBQ (B054) is required for subcontracting.

Provide the above comment plus any additional requirements required as directed by the SAP procedures guide on the handling of information, etc. Item 14 is marked YES and an unclassified code word or nickname will be placed in Item 9. All SAPs must be approved by the Department of the Army, Department of the Air Force, or Department of the Navy. The Marine Corps does not approve SAPs.

d. Enter an "X" in the NO box when this Item does not apply.

10.g. NATO INFORMATION

a. This means information or documents belonging to and circulated by NATO. Enter an "X" in the YES box and place the following statement in Item 13:

Item 10g. NATO information will be handled and controlled as indicated in the NISPOM. Access requires a final U.S. Government clearance and special briefings at the appropriate level. Reproduction and destruction of this material, regardless of the classification, is prohibited without written approval from Commander, MCBQ (B054), Quantico VA or higher authority. Prior approval from the Commander, MCBQ (B054) is required for subcontracting.

b. Enter an "X" in the NO box when this Item does not apply.

10.h. FOREIGN GOVERNMENT INFORMATION

a. This Item includes any foreign government information except NATO (example: Canadian Secret). The following statement will be placed in Item 13:

Item 10h. Access to Foreign Government Information requires a final U.S. Government clearance at the appropriate level. Full compliance with NISPOM Chapter 10 is warranted during this contract. This information will not be released to any activity

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or person not directly engaged in this contract or to another contractor (including subcontractors), government agency, private individual, or organization without prior approval of the Commander, MCBQ (B054).

b. Enter an "X" in the NO box when this Item does not apply.

10.i. **LIMITED DISSEMINATION INFORMATION (LIMDIS)**. No longer used. Leave blank or mark NO.

10.j. **FOR OFFICIAL USE ONLY INFORMATION (FOUO)**

a. This Item is applicable only in a classified contract. When this Item is marked YES, the project officer is responsible for providing the contractor with the safeguards necessary for protection of the information.

b. The contractor is responsible for incorporating those safeguards in the contract. From guidance contained in the NISPOM for safeguarding FOUO information within a classified contract, the following statement will be added in Item 13: **Item 10j. The "For Official Use Only" information provided under this contract shall be safeguarded as specified in Attachment B.**

c. Non-DoD User Agencies use other terms similar to DoD's FOUO and may provide other guidance to the contractor for their information requiring protection from public disclosure. The guidance in the NISPOM may be used or adapted as necessary by the non-DoD User Agencies.

d. Enter an "X" in the NO box when this Item does not apply.

10.k. **Other (Specify)**

If the contract will need access to government-owned computer networks, mark YES with a "X" and "See Item 13" place following in Item 13: **Item 10K. Information on AIS personnel security program requirements for this contract are provided in Attachment C.**

Then attach the Attachment B: "AUTOMATED INFORMATION SYSTEMS (AIS) PERSONNEL SECURITY PROGRAM REQUIREMENTS" to the form. This attachment will be attached to all DD Form 254s.

Item 11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL. These Items are marked YES or NO according to the requirements of each contract. An explanation of each Item follows. NOTE: In regards to Items 11a, b, and c, only one of the boxes may be marked YES.

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11.a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY

a. Note the word only. This means that there will be no access to classified information at the contractor's facility. The contractor will not be required to have any safeguarding capability at its facility and Item 1b would be marked N/A or NONE.

b. If the YES box is marked for this Item, add the following annotation in Item 13: **Item 11a. Contract performance is restricted to (enter full name and address of contractor facility or government activity). Project Officer will provide security classification guidance for performance of this contract under separate cover.**

c. Enter an "X" in the NO box when this Item does not apply.

11.b. RECEIVE CLASSIFIED DOCUMENTS ONLY

a. Note the word only. This means the contractor will receive classified documents but is not expected to generate classified information that will require detailed guidance. The classification markings shown on the documents received will provide the classification guidance necessary.

b. Enter an "X" in the YES box and add the following annotation in Item 13: **Item 11b. Any classified information generated in performance of this contract shall be classified according to the markings shown on the source material.**

c. Enter an "X" in the NO box when this Item does not apply.

11.c. RECEIVE AND GENERATE CLASSIFIED MATERIAL. This means the contractor is expected to receive and generate classified material (documents and/or hardware) and will require detailed security classification guidance for performance of the contract, as well as Derivative Classifier Training.

a. If the YES box is marked for this Item, detailed security classification guidance must be provided to the contractor. The guidance may be included in Item 13, attached to the DD 254, forwarded under separate cover, or included in the contract document itself. Statements, as appropriate, shall be included in Item 13 to direct the contractor to the guidance for the contract. Derivative Classification Training is also required for those assigned to derivatively classify information.

b. The following statement will be placed in Item 13: **Item 11c. The contractor requires access to classified source data up to and including the classification levels identified in item 1**

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of this DD 254 in support of this work effort. Any extracts or use of such data requires the contractor to apply derivative classification. Trained Derivative Classifiers will certify all classified documentation and attach an appropriate derivative classifier declaration to all finished documents in accordance with Executive Order 13526. Classifiers shall be trained and recertified every two years. Documentation generated as a result of this contract will be classified in accordance with source material provided by the user and will carry the most restrictive downgrading and/or declassification instructions, warning notices and control markings applicable. A listing of source material is to be included as a part of the document prepared by the contractor.

See Item 11b for additional information on handling of special access program material.

c. The following statement will be placed in Item 13 of all DD Form 254s when classified processing of information is authorized: **Item 11c: Use of cellular phones, hand-held radios, beepers and/or pagers, cordless telephones, and cordless microphones in a computer facility or Closed Area where classified processing is accomplished, requires special consideration.**

d. Enter an "X" in the NO box when this Item does not apply.

11.d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE

a. If YES, include in Item 13 as much information as possible to indicate if Restricted or Closed Areas will be required. How much hardware is involved? How large? The following statement will be placed in Item 13: **Item 11d. The contractor is required to provide adequate storage for classified hardware to the level the classification levels identified in item 1 of this DD 254 which will require (show cubic feet required) or (quantity of documents or hardware equipment) that cannot be safeguarded in a regular-size approved storage container.**

See Item 11b for additional information on handling of special access program material.

b. Enter an "X" in the NO box when this Item does not apply.

11.e. PERFORM SERVICES ONLY. YES in this Item will require a statement in Item 13 to explain the services and to provide appropriate guidance. Sample statements are given below. For service-type contracts not covered, add any appropriate statement in Item 13 that explains why the contract is a classified

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contract and provide guidance as necessary to ensure protection of the classified information.

a. If **Graphic Arts Services**, add the following statement in Item 13: **Item 11e. Reproduction services only. Classification markings on the material to be reproduced will provide the classification guidance necessary for performance of this contract.**

b. If **Engineering Services**, add the following statement in Item 13: **Item 11e. Contract is for engineering services. Classification markings on the material to be furnished will provide the classification guidance necessary for performance of this contract.**

c. If **Equipment Maintenance Services**, add the following statement in Item 13: **Item 11e. Contract is for equipment maintenance services on equipment which process classified information. Actual knowledge of, generation, or production of classified information is not required for performance of the contract. Cleared personnel are required to perform this service because access to classified information can not be precluded by escorting personnel. Any classification guidance needed will be provided by the using contractor.**

d. If **Guard Services**, add the following statement in Item 13: **Item 11e. Contract is for Guard Services. Cleared personnel are required by the NISPOM to provide supplemental controls.**

e. For service type contracts not covered above, add appropriate statements that explains why the contract is classified contract and provide guidance as necessary to ensure protection of the classified information.

f. Enter an "X" in the NO box when this Item does not apply.

11.f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES. If YES, indicate full address for U.S. activity, city and country of overseas performance, and ZIP code in Item 13. Item 14 may be YES and should be completed if appropriate. A copy of the DD Form 254 must be provided to Office of Industrial Security, International (OISI) or other U.S. activity responsible for overseas security administration. The COR will assist in obtaining address for OISI.

a. The following statement will be placed in Item 13: **Item 11f. (Title of person (CO, CG, etc), full name of U.S. activity, city and country of overseas performance) will be the location**

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for access to classified information. See Attachment C "Security Clauses for International Contracts" which provides information on how to protect classified material in foreign countries.

b. Enter an "X" in the NO box when this Item does not apply.

11.g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER.

a. YES in this Item means the contractor is authorized to use the services of DTIC and will require the contractor to prepare and process a DD Form 1540 and DD Form 1541 through the project officer. The following statement will be placed in Item 13: **Item 11g. DTIC services required. DD Form 1540 will be prepared and processed in accordance with the NISPOM, contracting activity will be involved in certifying need-to-know to DTIC. Information extracted from classified reference material shall be classified according to the markings on such material. The DD Form 1540 prepared under this contract shall be forwarded through Commander, MCBQ (B054).**

b. Enter an "X" in the NO box when this Item does not apply.

11.h. REQUIRE A COMSEC ACCOUNT

a. If accountable COMSEC information will be provided to the contractor, enter an "X" in the YES box. The following statement will be placed in Item 13: **Item 11h. Contractor is authorized to receive Government furnished cryptographic equipment. National Security Agency Industrial Communications Security (COMSEC) Manual (NSA Manual 90-1) for the handling of COMSEC material. Publishing or releasing of any COMSEC information by any means without the written approval from National Security Agency, ATTN: Y134, 9800 Savage Road STE 6574, Fort George G. Meade, MD 20755-6574 via the Commander, MCBQ (B054) is PROHIBITED. Reproduction and destruction of this material, regardless of the classification, is prohibited without written approval from Commander, MCBQ (B054), Quantico VA or higher authority.**

b. When STE equipment is provided by the government or they have their own equipment, the following might be used: **Item 11h. Contractor acquired/government furnished STE (Secure Telephone Equipment) is authorized to provide classified electronic mail and voice capability to support End Products. Transmission of classified data via STE and modems are authorized.**

c. If non-accountable COMSEC information is involved, enter an "X" in the NO box.

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11.i. HAVE TEMPEST REQUIREMENTS

a. Prior approval from the Security Manager is required before imposing TEMPEST requirements on a contractor. TEMPEST requirements are in addition to the requirements of the NISPOM.

b. If YES in this Item, the following statement will be placed in Item 13: **Item 11i. The provisions of Chapter 8 of the NISPOM and Chapter 11 of the NISPOM Sup 1, that pertains to the automated information system security and processing actions required in this contract performance.**

c. Enter an "X" in the NO box when this Item does not apply.

11.j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS

a. Prior approval from the COR is required before imposing Operations Security (OPSEC) requirements on a contractor. OPSEC requirements are in addition to the requirements of the NISPOM. OPSEC requirements are limited except when sensitive projects clearly justify these extraordinary security measures beyond those embodied in the NISPOM.

b. If YES in this Item, Item 14 must also be YES and the pertinent contract clauses identified and information added in Item 13: **Item 11j. Operations Security (OPSEC) protection for classified and sensitive unclassified information (as defined in Public Law 100-236, 9 January 1988) developed or used in performance of this contract. OPSEC requirements are contained in National Security Decision Directive 298 dated 23 January 1988 and OPNAVINST 3432.1. The project officer will forward these documents under separate cover.**

c. Enter an "X" in the NO box when this Item does not apply.

11.k. BE AUTHORIZED TO USE DEFENSE COURIER SERVICE (DCS)

a. Prior approval of the Government Contracting Officer is required before authorizing a contractor to use the services of DCS. This Item authorizes the contractor to use the services of DCS. Only certain classified information qualifies for shipment by DCS. It is the responsibility of the Government Contracting Officer to comply with DCS policy for qualified shipments when approving use of the services of DCS. DCS will be used for transporting TS, COMSEC, SAP, and SCI information or material.

b. If YES in this Item, the following statement will be placed in Item 13: **Item 11k: The Government Contracting Officer will submit the request for DCS services to the Commander, Defense Courier Service, ATTN: Operations Division, Fort George G. Meade, MD 20755-5370. The contractor will be handling**

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Communications Security (COMSEC), special access programs (SAP) or sensitive compartmented information (SCI) in their facility and all COMSEC, SAP or SCI information and equipment will be delivered to the contractor by DCS. (Delete out the program(s) not applicable).

c. Enter an "X" in the NO box when this Item does not apply.

11.1. OTHER (Specify)

a. Mark YES with a "X" and place **See Item 13** in box and include appropriate statements in Item 13 as indicated above.

b. Enter an "X" in the NO box if applicable.

Item 12. PUBLIC RELEASE

a. The contractor is responsible for obtaining the approval of the Government Contracting Officer prior to release of any information under the contract, except for certain types of information authorized by the NISPOM.

b. Place an "X" in the "Through" box and type,

**PUBLIC AFFAIRS OFFICER
3250 CATLIN AVE
QUANTICO, VA 22134**

c. When SCI material is involved with the contract the following statement will be placed in the Item: **NO PUBLIC RELEASE OF SAP/SCI IS AUTHORIZED.**

Item 13. SECURITY GUIDANCE. The below comments will be included on all DD 254's when there are a number of issues that has to be answered. Start in Item 13 with "See continuation sheet(s) for additional information".

Then do a continuation sheet which the heading should start as (centered) **CONTINUATION SHEET FOR CONTRACT OR SOLICITATION #** then enter the following paragraphs. After you have entered the below statements then move back to Item 5 and list those that apply to this contract/solicitation.

Security classification guides required during this contract is/are: _____ and will be provide under separate cover by the project officer. (Identify all guides involved with this contract - Example: CMDR SYSCOM Albany GA SCG Titled: "123 BIRDFIRE" dated 11Jan01. A copy of all guides listed will be maintained in the MCBQ CMCC files. For SCI

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contracts the DD Form 254 will show all security classification guides, NO ACCEPTIONS ARE AUTHORIZED.

The following additional paragraphs will be included in Item 13 of all DD form 254 issued.

In addition to the reporting requirements directed by the NISPOM, the contractor will provide a concurrent report of loss or compromise of classified information to the Commanding General, MCCDC (Attn: Security Manager), 3300 Russell Road RM 310. Quantico VA 22134-5129.

Visit requests to activities other than those not listed in the statement of work or this DD 254 shall have "Need to Know" certified by the Project Officer. All requests shall contain the information required by the NISPOM and shall not exceed a 12 month period.

All Government Badges issued under this contract will be returned immediately upon termination of the contract, or individual terminations. When an individual contractor is terminated, for any reason, it is the responsibility of the Facility Security Officer to immediately notify the Command Security Manager, MCBQ (B054). Failure to comply could result in the suspension of all contractor proximity key and NT accounts.

Contractors will conduct a security review and comply with GOV regulations for entering government information on a home page (contractor or government web page site). A copy of these regulations will be provided by the project officer under separate cover to the contractor.

All classified material received, generated, fabricated, or modified by this contract will be returned within 30 days after completion of contract or destroyed with destruction report being submitted (Attn: CMCC). Prior to any destruction of classified information a full listing of documents will be provided to the CMCC for review and approval. An inventory of regular classified information to include but on a separate list the material referenced in items 10a, 10f, and 10g as holdings. All classified information will be physically sighted by the local CSO agent and a formal listing will be forwarded to Commander, MCBQ (B054), by 30 April yearly and whenever there is a turnover of custodians.

If additional contracting requirements exist where retention of classified information by the contractor facility is required, a written request to retain material for a period but not to exceed 2 years is required.

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Item 17f will show MCBQ (B054), and (PDG-PM CODE).

Item 14. ADDITIONAL SECURITY REQUIREMENTS

a. This Item applies any time security requirements are imposed on a contractor that are in addition to the requirements of the NISPOM or its Supplements.

b. YES in this Item requires the Government Contracting Officer to incorporate the additional requirements in the contract document itself, or to incorporate the additional requirements by statements or reference in Item 13.

c. If additional space is required, place the following statement in this Item 14: **See attached continuation sheet.**

Item 15. INSPECTIONS

a. This Item applies when the CSO is relieved of inspection responsibility in whole or in part.

b. YES in this Item requires the project officer to provide information on the specific areas carved-out and to identify the activity responsible for inspection. A copy of the DD Form 254 must be provided to the appropriate CSO and DSS Headquarters.

c. When SCI material is involved in the contract place the following command for Item 15: **Item 15. This contract requires access to SCI. The Director, Office of Naval Intelligence (ONI-532), 4251 Suitland Road, Washington, DC 20395-5720 has exclusive security responsibility for all SCI classified material released to or developed under the contract and held within the contractor Sensitive Compartmented Information Facility (SCIF). DSS has no security inspection responsibility for all such material but retains responsibility for all non-SCI classified material released to or developed under the contract and held within the contractor SCIF. SCI will be processed on an SCI accredited and approved system, located at (state location and name of facility(ies)). Reproduction and destruction of this material is prohibited without written approval from SSO, MCIA, Quantico VA via higher authority.**

d. Enter an "X" in the NO box when this Item does not apply.

Item 16. CERTIFICATION AND SIGNATURE

a. This Item shall contain the name, title, telephone number, address, and signature of the Security Manager. This person will be certifying that the security requirements are complete and adequate for performance of the classified contract.

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b. Items 16.a, 16.b, and 16.c will be filled in by the ISO.

c. Item 16.d will show the commands full address to include ZIP code:

**COMMANDING GENERAL MCCDC
ATTN CMD SECURITY MANAGER (B054)
3300 RUSSELL ROAD RM 310
QUANTICO VA 22134-5129**

d. Item 16.e will be for the ISO to sign.

e. When the form involves SCI requirements this Item is left blank for the SSO to fill out and sign.

Item 17. REQUIRED DISTRIBUTION

a. The DD Form 254 is a contractual document and should be distributed with the contract document to all addresses by the Government Contracting Officer.

b. It is important that the DD Form 254 be distributed to the following by placing a "X" in the appropriate boxes:

(1) Contractor

(2) Subcontractor, if applicable

(3) Cognizant Security Office for Prime and Subcontractor
- Use enclosure (3) for correct addresses.

(4) U.S. Activity Responsible for Overseas Security
Administration - Contact the COR for correct mailing address.

(5) Administrative Contracting Officer

(6) Others as Necessary - The actual locations will be identified in Item 13 as shown below.

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ATTACHMENT A
Facility Clearance Request

5220
B 054
DATE

From: Commander
To: Director, Defense Industrial Security Clearance Office,
P.O. Box 2499, Columbus, OH 43216-5006

Subj: FACILITY CLEARANCE REQUEST

Ref: (a) NISPOM Chapter 2

Encl: (1) DD Form 254 for Contract **NUMBER** of **(date signed)**

1. In compliance with the reference, it is requested that the facility clearance be awarded to the following contractor facility.

FULL TITLE

Street address

City State and full Zip Code

President's full name and phone number

Security Officer's full name and phone number

2. This request is based on contract **(number)** which will be awarded soon. Upon approval of the facility clearance please provide a hard copy of the approval to the person in paragraph 5 below at the address:

COMMANDING GENERAL MCCDC
ATTN CMD SECURITY MANAGER (B-054)
3300 RUSSELL ROAD RM 310
QUANTICO VA 22134-5129

3. Government project officer for this request is **(full name and phone number)**.

4. Government contracting officer is **(full name and phone number)**.

5. Government security point of contact is Mr. R. J. Hanson at (703) 784-6260.

R. J. Hanson
By direction

ATTACHMENT B

Procedures for "FOR OFFICIAL USE ONLY" Information

The following procedures will be used to protect FOR OFFICIAL USE ONLY (FOUO) information:

1. **HANDLING:** Access to FOUO material shall be limited to those employees who need the material to do their jobs. The FOR OFFICIAL USE ONLY marking is assigned to information when created by a DOD User Agency. FOR OFFICIAL USE ONLY is not a classification, but requires extra precautions to ensure it is not released to the public.

2. **MARKING:**

a. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front cover (if any) and on the back of the last page and on the back cover (if any).

b. In a classified document, mark:

- An individual paragraph that contains FOUO, but not classified information, by placing "(FOUO)" at the beginning of the paragraph.

- The top and bottom of each page that has both "FOR OFFICIAL USE ONLY" and classified information, with the highest security classification of information on that page.

- "FOR OFFICIAL USE ONLY" at the bottom of each page that has FOUO but not classified.

- If a classified document also contains FOUO information or if the classified material becomes FOUO when declassified, place the following statement on the bottom of the cover or the first page, under the classification marking: "NOTE: If declassified, review the document to make sure material is not FOUO and not exempt under Freedom of Information Act before public release."

c. Mark other records, such as computer print outs, photographs, films, tapes, or slides "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.

d. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.

e. Make sure documents, which transmit FOUO materials, call attention to any FOUO attachments.

f. Any FOUO material released to a contractor by a DOD User Agency must have the following statement on the front page or cover: THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT. EXEMPTION(S) 5 APPLY.

3. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when internal building security is provided. When there is no internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in locked containers such as file cabinets, desks, or bookcases. Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.

4. **TRANSMISSION:** FOUO material shall be transported via first class mail, parcel post, or fourth class mail for bulk shipments. Transmit FOUO message traffic via approved secure communication system. Discussion of FOUO material over a secure telephone is authorized if necessary for performance of the contract. FOUO information shall be transmitted over telephone lines with encryption.

5. **RELEASE:** FOUO information shall not be released outside the contractor's facility except to representatives of the DOD but via the Government Contracting Officer.

6. **DESTRUCTION:** When no longer needed, FOUO information may be disposed of by any method, which will preclude its disclosure to unauthorized individuals.

ATTACHMENT C

Automated Information Systems (AIS) Personnel Security Program Requirements

The U.S. Government conducts trustworthiness investigations of personnel who require access to unclassified information and who perform AIS duties. Requirements for these investigations are outlined in paragraphs 3-614, 3-710 and Appendix K of DoD 5200.2-R, available at <http://www.dtic.mil/whs/directives>. Falsification of information submitted for any government-conducted investigation may result in contract default. The contractor shall include all of these requirements in any subcontracts involving AIS support.

Personnel performing work on AIS may be either a U.S. citizen or an Immigrant Alien (except as noted below). An Immigrant Alien is defined as a foreign national lawfully admitted to the United States for permanent residence. These personnel shall be designated as filling one of the three AIS Categories listed below. The Contracting Officer's Representative (COR) or Technical Representative (TR) shall determine if they or the contractor shall assign the AIS category to contractor personnel and inform the contractor of their determination. If it is decided the contractor shall make the assignment, the COR or TR must concur with the designation.

AIS Category I (High Risk) - may be filled by U.S. citizens only. Positions in which the incumbent is responsible for the planning, direction, and implementation of a computer security program; has a major responsibility for direction, planning, and design of a computer system, including the hardware and software; or can access a system during the operation or maintenance in such a way, and with relatively high risk for causing grave damage or realizing significant personal gain. Personnel whose duties meet the criteria for AIS Category I designation require a favorably adjudicated Single Scope Background Investigation (SSBI) or SSBI Periodic Reinvestigation (SSBI-PR), the updated standard for the BI listed in DoD 5200.2-R. The SSBI or SSBI-PR shall be updated every 5 years.

AIS Category II (Moderate Risk) - positions in which the incumbent is responsible for the direction, planning, design, operation or maintenance of a computer system, and whose work is technically reviewed by a higher authority at the AIS Category I level to insure the integrity of the system. Personnel whose duties meet the criteria for an AIS Category II designation require a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLCL), or National Agency Check with Written Inquiries (ANACI).

AIS Category III - all other positions. Personnel whose duties meet the criteria for an AIS Category III designation require a favorably adjudicated National Agency Check with Inquiries (NACI).

If an employee has a personnel security investigation at the appropriate level without a break in service for more than 24 months, with favorable adjudication, and in the case of AIS Category I is less than 5 years old, you do not need to submit an additional Electronic Personnel Security Questionnaire (EPSQ) for the trustworthiness determination. If required, the contractor will ensure personnel designated AIS category I, II, or III complete the EPSQ Standard Form (SF) 85P and provide it to their company's designated reviewer for an initial suitability determination. The reviewer will use the criteria outlined in Appendix G, SECNAVINST 5510.30A to make this initial determination. If, based on this initial review, the contractor gives the employee a negative trustworthiness determination the contractor will identify a replacement to the COR reviewer will submit their EPSQs to Defense Security Service (DSS). Investigative packages shall be submitted for all personnel in AIS Category I, II, or III prior to the employee being granted access to the AIS. Specific guidelines for obtaining software and submission of EPSQs are available at the DSS Web Site (www.dss.mil). If you are unfamiliar with the EPSQ SF85P, you may contact your local DSS office for further information.

Investigation results shall be returned to the Commander, MCBQ, Attn: Command Security Manager, Quantico, VA 22134-5001 for a trustworthiness determination to be made when a no determination is made by the DON CAF. Quantico will notify the contractor of its decision. The contractor will promptly replace any individual where a negative trustworthiness determination is received.

The contractor will provide an AIS Category list that includes each person designated.

ATTACHMENT D

Security Clauses for International Contracts

1. All classified information and material furnished or generated pursuant to this contract shall be protected as follows:
 - a. The recipient will not release the information or material to a third-country government, person, or firm without the prior approval of the releasing government.
 - b. The recipient will afford the information and material a degree of protection equivalent to that afforded it by the releasing government; and
 - c. The recipient will not use the information and material for other than the purpose for which it was furnished without the prior approval of the releasing government.
2. Classified information and material furnished or generated pursuant to this contract shall be transferred through government channels or other specified in writing by the Governments of the United States and Canada and only to persons who have an appropriate security clearance and an official need for access to the information in order to perform on the contract.
3. Classified information and material furnished under this contract will be remarked by the recipient with its government's equivalent security classification markings.
4. Classified information and material generated under this contract must be assigned a security classification as specified by the contract security classification specifications provided with this contract.
5. All cases in which it is known or there is reason to believe that classified information or material furnished or generated pursuant to this contract has been lost or disclosed to unauthorized persons shall be reported promptly and fully by the contractor to its government's security authorities.
6. Classified information and material furnished or generated pursuant to this contract shall not be further provided to another potential contractor or subcontractor unless:
 - a. A potential contractor or subcontractor which is located in the United States or Canada has been approved for access to classified information and material by U.S. or Canadian security authorities; or
 - b. If located in a third country, prior written consent is obtained from the United States Government.
7. Upon completion of the contract, all classified material furnished or generated pursuant to the contract will be returned to the U.S. contractor or be destroyed.
8. The recipient contractor shall insert terms that substantially conform to the language of these clauses, including this clause, in all subcontracts under this contract that involves access to classified information furnished or generated under this contract.

ATTACHMENT E

Intelligence-Related Contracting Requirements Checklist

CLASSIFICATION: _____
(Unclassified until filled out)

**INFORMATION TO ACCOMPANY REQUEST FOR
INTELLIGENCE-RELATED CONTRACTING SUPPORT**

When multiple contractors or subcontractors are
Involved provide responses to item 2-5 for each company

1	IRC REQUIREMENTS CHECKLIST	YES	NO
a.	Does the Statement of Work (SOW) and/or contract contain requirements for SCI?		
b.	Does the SOW accurately describe the efforts to be performed? (NOTE: If SCI is to be utilized in contract performance, it must be identified in the SOW.)		
c.	Is the contract product SCI?		
d.	Does the contract performance require use/storage of SCI at the Contractor's SCIF?		
e.	Does contract performance require:		
	(1) Substantial access to SCI areas or materials at U.S. Government SCIFs? (NOTE: Substantial Access refers to a contract that requires knowledge of sensitive intelligence collection sources and methods or analytical or operational intelligence capabilities.)		
	(2) Other than substantial access to SCI areas, information or systems?		
	(3) Only entry and unescorted access within U.S. Government SCIFs?		
f.	Do the Government Contracting Activity (GCA) administrative personnel, in performance of contract award administration and other oversight functions, require access to SCI?		
g.	Does the contracting effort, although non-SCI and non-compartmented, reveal sensitive operations or missions?		

2.	CONTRACT INFORMATION	YES	NO
a.	Contractor Name: Address: Contract Number: Unclassified Title:		
b.	Contracting Officer's Representative (COR) certifying IRC requirements: Name: Activity: Code: Phone: (COMM) (DSN)		
c.	Contractor Project Manager: Name: Phone: Contractor Special Security Officer: Name: Phone:		

d.	Sub-Contractor Name: Address: Sub-Contract Number: Unclassified Title: Sub-Contractor Project Manager Name: Phone: Sub-Contractor Special Security Officer: Name: Phone:		
e.	Brief description of required service or product:		

f.	Justify the need-to-know for each SCI program (e.g., SI/TK, etc.), or sensitive mission revealing information required in support of this contract:		
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3.	PHYSICAL SECURITY	YES	NO
a.	SCIF REQUIREMENTS: (1) List all locations where contract work will be performed.		
	(2) Is an accredited contractor SCIF required? If YES, has a fixed facility checklist or concept approval been sent to DIA? If answer to (2) is NO, proceed to section 4. AIS Security.		
	(3) Is an accredited contractor SCIF presently available for use on this contract? If NO, has a pre-construction checklist been submitted to DIA?		
	(4) Is a Co-Utilization Agreement (CUA) required?		
	(5) With what other agency (If Known)?		
	(6) Has a CUA already been executed?		

	If NO, attach a request for a CUA for processing by SSO Navy.		
b.	What categories of SCI/other sensitive material will be used/stored at the contractor's SCIF? (For "other" be specific.) SI _____ TK _____ OTHER _____ NONE _____		
c.	If a co-utilization of an existing SCIF is required, what is the estimated volume of SCI/other sensitive material to be stored at the contractor's SCIF?		

4.	AUTOMATED INFORMATION SYSTEMS (AIS) SECURITY	YES	NO
a.	Does this contract require development, delivery, support or use of AIS systems and/or networks that will process SCI/other sensitive information?		
b.	Has the proper authority accredited AIS and/or networks? If YES, by whom? If NO, contact SSO Navy for guidance.		

5.	ADMINISTRATIVE SECURITY	YES	NO
a.	Does the contractor require access to SCI documents or other sensitive material to support this contract? If YES, list specific SCI document requiring release to the contractor. Identify specific subject areas of SCI/other sensitive material required.		
b.	Does the contractor require SCI/other manuals, directives, indoctrination tapes, oaths, cover sheets, technical classification guides, etc.? If YES, list specific items. SSO Navy will provide these items to the contractor.		

Contract Monitor Signature Date

ATTACHMENT F

Certification of Classification

[date]

From: [Contract Monitor, Contracting Officer]
To: Intelligence-Related Contracting Coordination Office
(IRCCO)
Via: Commanding Officer, MCIA, Marine Corps Base, Quantico
Attn: Special Security Office
Subj: CERTIFICATION OF CLASSIFICATION
Ref: (a) SECNAVINST C4200.35 dtd 01 Mar 2001
Encl: (1) IRCS Checklist
(2) Statement of Work
(3) Funding & Access Information Sheet
(4) DD-254

1. In accordance with enclosure (1), Note 3, of reference (a), it is hereby certified that this requirements package has been reviewed against the following security classification guides:

- a. Security Classification for XXXXXXXX dated Day Month Year
- b. Security Classification for XXXXXXXX dated Day Month Year
- c. Security Classification for XXXXXXXX dated Day Month Year

2. It has been determined that this requirements package has been properly marked as, "xxxxxxxxxx" [preferably, Unclassified].

3. Point of Contact for this information is the undersigned [SCI cleared, contracting official]

ATTACHMENT G

Funding and Access Information Sheet

[date]

From: [Sponsoring Activity/Code]
To: Intelligence-Related Contracting Coordination Office
(IRCCO)
Via: Commander Marine Corps Systems Command
Attn: Special Security Office

Subj: FUNDING AND ACCESS INFORMATION SHEET

Ref: (a) IRCCO Instruction C4200.35 dtd 24 Oct 02

1. As required by reference (a), the following information is provided to support the attached request for IRC support:

- a. Estimated Contract Value: \$xxx
- b. Funding: (FY) (APPN)
(If use of any Non-Navy funding is anticipated under any portion of the requirement, list the funding sources and describe the work including any history of this work and future requirements.)
- c. Period of Performance: [start - end date]

2. Estimated number of SCI Billets required to perform the work or task: [give number of billets as well as identifying which SCI programs are required]

3. Point of Contact for this information is the undersigned [SCI cleared, contracting official]

