

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED Secret b. LEVEL OF SAFEGUARDING REQUIRED N/A						
2. THIS SPECIFICATION IS FOR: (X and complete as applicable) <input type="checkbox"/> a. PRIME CONTRACT NUMBER <input type="checkbox"/> b. SUBCONTRACT NUMBER <input type="checkbox"/> c. SOLICITATION OR OTHER NUMBER Due Date (YYYYMMDD)			3. THIS SPECIFICATION IS: (X and complete as applicable) <input checked="" type="checkbox"/> a. ORIGINAL (Complete date in all cases) Date (YYYYMMDD) <input checked="" type="checkbox"/> b. REVISED (Supersedes all previous specs) Revision No. Date (YYYYMMDD) <input type="checkbox"/> c. FINAL (Complete Item 5 in all cases) Date (YYYYMMDD)							
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 b. CAGE CODE c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)										
7. SUBCONTRACTOR a. NAME, ADDRESS, AND ZIP CODE b. CAGE CODE c. COGNIZANT SECURITY OFFICES (Name, Address, and Zip Code)										
8. ACTUAL PERFORMANCE a. LOCATION Commander U.S. Fleet Forces (USFF) Director N8/N9 1562 Mitscher Ave, Suite 250 Norfolk, VA 23551 (or any government or contractor facility as directed by the requesting activity or the Project Manager listed in Block 16. See additional known locations listed on attachment 1.)						b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)			
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Provide engineering services, systems engineering and integration, and analysis/studies to Commander, United States Fleet Forces Command.										
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 checked="" type="checkbox"/>	<input 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:				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 type="checkbox"/>	<input checked="" 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 A TEMPEST REQUIREMENT		<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 type="checkbox"/>	<input checked="" type="checkbox"/>			
i. LIMITED DISSEMINATION INFORMATION		<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	l. OTHER (Specify).		<input type="checkbox"/>	<input checked="" type="checkbox"/>			
k. OTHER (Specify) SIPRNet access required		<input checked="" type="checkbox"/>	<input type="checkbox"/>							

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 release shall be submitted for approval prior to release

Direct

Through (Specify):

Public Release POC:

Commander U. S. Fleet Forces (CUSFF)
ATTN: Fleet Public Affairs Office (N02P)
1562 Mitscher Ave. Suite 250., Norfolk, VA 23551-2487

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 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 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 document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.

This DD Form 254 is for contractor support and must meet all NISPOM requirements including Facility Security Clearance (FCL) as required. US Government must provide specific security clearance guidelines including security class guide, source documentation, and other required tools for all classified performance of work (POW). All key technical personnel performing these tasks must be cleared up to this level. Access to NIPR/SIPR will be required in performance of these tasks. Requests for this visit authorization for personnel shall be submitted in accordance with the Department of Defense Industrial Program Operating Manual (DoD 5220.22(series)), and USFF procedures for the duration of the contract. Generation and storage of classified material will only be at USFF facility. Contractors will not make any classification decision on any work product. Security Class Guides and or Source Documents must be provided a US Government Official authorized as part of this effort. Performance of work concerning Controlled Unclassified Information (CUI) and For Official Use Only (FOUO) must be secured and under lock and key when not in use and after duty hours. All classified and CUI/FOUO must be transmitted through government approved systems. Contractors will abide by USFF security instructions including the restriction of wireless devices in USFFC spaces. No person may have access to CUI/FOUO unless they have a valid need to know.

See attached sheet for additional information regarding item 8a.

See attached sheet for additional information regarding item 13.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (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.)

Yes

No

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.)

Certain elements within the performance of this contract will take place at locations listed in item 8.a. and may be outside the inspection responsibility of USFF Security office. In these cases, the contractor will comply with the security procedures established by the appropriate cognizant security office responsible for inspections at the respective work location.

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

Dana E. Lopez

b. TITLE

Program Manager/COR

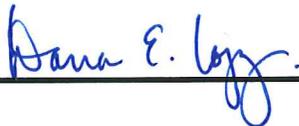
c. TELEPHONE (Include Area Code)

(757) 836-2625

d. ADDRESS (Include ZIP Code)

Commander U.S. Fleet Forces (USFF N8/N9)
1562 Mitscher Ave., STE 250
Norfolk, VA 23551

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

Supplement to Defense Department (DD) Form 254

DD FORM 254, BLOCK 13 - Continued

CONTRACT:

Period of Performance: XX-MON-YEAR through XX-MON-YEAR

GENERAL GUIDANCE:

The Contractor must:

Maintain accountability for all classified material released to his or her custody.

Not reproduce classified materials without the written permission of the releasing agency. If permission is granted, each copy will be controlled in the same manner as the original.

Not destroy any classified without advance approval of the releasing agency.

Restrict access to only those individuals who possess the required security clearance and who are actually providing services under the contract. Further dissemination to other contractors, subcontractors, other government agencies, and private individuals or an organization is prohibited unless authorized in writing by the releasing agency.

Not release classified material to foreign nationals or immigrant aliens whether or not they are consultants, regardless of the level of their security clearance, without advance written permission from the originator.

Ensure that each employee having access to the classified material is fully aware of the special security requirements for this material and maintains records in a manner that permits the contractor to furnish on demand the name of individuals who have access to the material in their custody.

Upon completion or termination of the classified contract, or sooner, when the purpose of the release has been served, the contractor must return to the government client all classified material (furnished or generated), unless retention or destruction is authorized in writing by the originator of the classified, the Senior Intelligence Officer (SIO), or the releasing command.

Classified information will be protected IAW the NISPOM, Chapter 5.

Supplement to Defense Department (DD) Form 254

DD FORM 254, BLOCK 13 - Continued

CONTRACT:

Period of Performance: XX-MON-YEAR through XX-MON-YEAR

Item 13 Continued

Ref 8A: Performance/Location of Work - The work to be performed under this project/contract shall be done at the following agreed upon locations: On-site at the Commander, US Fleet Forces (USFF), Naval Support Activity, Norfolk, VA, and the following government locations:

Commander, U.S. Pacific Fleet (CPF)
Pearl Harbor, HI

Commander Tenth Fleet/Fleet Cyber Command (C10F/FLTCYBERCOM)
Ft. George G. Meade, MD

Commander, Third Fleet
San Diego, CA 92147-5001

Commander, Submarine Forces (CSF (PACIFIC))
Pearl Harbor, HI 96860-4664

Commander, Submarine Forces (CSF (ATLANTIC))
Norfolk, VA

Navy Warfare Development Command (NWDC)
Norfolk, VA

Naval Support Facility Dahlgren
Dahlgren, VA 22485

Washington Navy Yard
Washington, D.C.

Naval Expeditionary Component Command (NECC)
Virginia Beach, VA

Commander, Naval Air Forces (CNAF)
Norfolk, VA

Ref 10K: The contractor will need access to SIPRNET and secure telephone at the facilities listed in item 8.a.

Ref 11C: The contractor will receive and generate classified material. Security classification marking procedures and the handling of classified materials will be based on guidance provided by the Government Project Leader and in accordance with Commander U.S. Fleet Forces guidelines.

Supplement to Defense Department (DD) Form 254

DD FORM 254, BLOCK 13 - Continued

CONTRACT:

Period of Performance: XX-MON-YEAR through XX-MON-YEAR

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."



Dana Lopez
Government COR
Commander, U.S. Fleet Forces (USFF N8/N9)

10 JULY 2015

Approval Date

Mr. Walt King
Security Manager
Commander, U.S. Fleet Forces (USFF)

Approval Date

Ms. Kyra McCoy
COMSEC Manager
Commander, U.S. Fleet Forces (USFF)

Approval Date

Government SAP Security Officer/Program Manager

Approval Date

ATTACHMENT 1
DD FORM 254, FOR OFFICIAL USE ONLY (FOUO) ADDENDUM

CONTRACT:

Period of Performance: XX-MON-YEAR through XX-MON-YEAR

The following procedures will be used to protect FOUO material:

1. HANDLING:

a. Access to FOUO material shall be limited to those employees needing the material to do their jobs. The FOUO marking is assigned to material created by a DoD User Agency. It is not authorized as a substitute for a security classification marking, but is used on official government information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act (FOIA). FOUO marking is assigned to information at the time of its creation by a DoD User Agency.

b. Use of the above marking means the information must be reviewed by the Government prior to its release to the public to determine if a significant and legitimate government purpose is served by withholding the information or portions of it.

2. IDENTIFICATION MARKINGS:

a) An unclassified document containing FOUO information will be marked "For Official Use Only" at the bottom of the front cover, the first page, each page containing FOUO information, the back page, and the outside of the back cover. Each paragraph containing FOUO information shall be marked as such.

b) Within a classified document, an individual page that contains FOUO and classified information will be marked at the top and bottom with the highest security classification of information appearing on the page. If an individual portion contains FOUO information, but no classified information, the portion will be marked, "FOUO".

c) If a classified document also contains FOUO material or if the classified material becomes FOUO when declassified, place the following statement on the bottom of the cover or first page under the classification marking: "NOTE: If declassified, review the document to make sure material is not FOUO and not exempt under DoD Regulation 5400.7 before public release".

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

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

f) Insure documents that transmit FOUO material call attention to any FOUO attachments.

g) Any FOUO information released to a contractor by a DoD User Agency is required to be marked with the following statement prior to transfer: "This document contains information EXEMPT FROM MANDATORY DISCLOSURE under the FOIA. Exemptions ____ apply."

h) The originator or other competent authority can only accomplish removal of the FOUO marking. When the FOUO status is terminated, all known holders will be notified to the extent practical.

3. DISSEMINATION: Contractors may disseminate FOUO information to their employees and subcontractors who have a need for the information in connection with the management of the contract.

NOTE: FOUO is not automatically linked to a "classified" contract; many non-classified contracts require access to FOUO information.

4. STORAGE: During normal duty hours, place FOUO material in an out-of-sight location, if your work area is accessible to persons who do not have a valid need for the material. After normal duty hours, store FOUO material to prevent unauthorized access. File with other unclassified records in unlocked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in a locked container such as file cabinets, desks or bookcases. Expenditure of funds for security container or closed areas solely for the protection of FOUO material is prohibited.

5. TRANSMISSION: FOUO material shall be transmitted by the same methods as other unclassified material. Discussion of FOUO material on the telephone is authorized if necessary for the performance of the contract. FOUO material may be transmitted over telephone lines in digital form, by telecopies, or by other DSN teletype lines.

6. RELEASE: FOUO material shall not be released outside the contractor's facility except to representatives of the DoD. Unauthorized disclosure of FOUO information does not constitute a security violation, but the releasing agency should be informed of any unauthorized disclosure. The unauthorized disclosure of FOUO information protected by the Privacy Act may result in criminal actions.

7. DESTRUCTION: When no longer needed, FOUO material shall be disposed of by a method that precludes its disclosure to unauthorized individuals and placed in a regular trashcan.