

**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

N/A

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

a. PRIME CONTRACT NUMBER  
TBD

b. SUBCONTRACT NUMBER

c. SOLICITATION OR OTHER NUMBER      DUE DATE (YYYYMMDD)

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

a. ORIGINAL *(Complete date in all cases)*      DATE (YYYYMMDD)  
20160330

b. REVISED *(Supersedes all previous specs)*      REVISION NO.      DATE (YYYYMMDD)

c. FINAL *(Complete Item 5 in all cases)*      DATE (YYYYMMDD)

**4. IS THIS A FOLLOW-ON CONTRACT?**

YES       NO. If Yes, complete the following:

Classified material received or generated under N00189-11-D-Z041 *(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 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)*

TBD      TBD      TBD

**7. SUBCONTRACTOR**

a. NAME, ADDRESS, AND ZIP CODE      b. CAGE CODE      c. COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)*

**8. ACTUAL PERFORMANCE**

a. LOCATION      b. CAGE CODE      c. COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)*

Naval Criminal Investigative Service  
Russell-Knox Building  
21730 Telegraph Rd  
Quantico, VA 22134

Naval Criminal Investigative Service  
Security Division (Code 11A2)  
27130 Telegraph Rd  
Quantico, VA 22134

**9. GENERAL IDENTIFICATION OF THIS PROCUREMENT**

Provide services in support of the NCIS Law Enforcement Information Exchange (LINX) system.

10. CONTRACTOR WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		<input checked="" type="checkbox"/>
b. RESTRICTED DATA		<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA		<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION		<input checked="" type="checkbox"/>	e. PERFORM SERVICES ONLY	<input checked="" type="checkbox"/>	
(1) Sensitive Compartmented Information (SCI)		<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 checked="" type="checkbox"/>
(2) Non-SCI		<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"/>
f. SPECIAL ACCESS INFORMATION		<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT		<input checked="" type="checkbox"/>
g. NATO INFORMATION		<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS		<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION		<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION		<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>		l. OTHER <i>(Specify)</i>	<input checked="" type="checkbox"/>	
k. OTHER <i>(Specify)</i> Law Enforcement Sensitive	<input checked="" type="checkbox"/>		Employee Departure		

**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)

Public release of information is not authorized unless granted by written approval from the Director of NCIS.

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.)

The Contracting Officer's Representative (COR) for this contract is Michael Klein, NCIS, Code 15, 571-305-9559. Forward all classified visit requests by contractors to the COR for approval and need-to-know certification before being sent to the facility to be visited. Notify the COR for approval of the receipt and/or generation of classified information under this contract.

The contractor will handle classified information under this contract in accordance with the provisions of DoD 5220.22-M, National Industrial Security Program (NISPOM) Operating Manual.

The NCIS Security Programs Manager (SPM) will provide security classification guidance for the performance of this contract. The SPM will refer all Special Access Program and Sensitive Compartmented Information classification guidance to the appropriate NCIS office for further guidance, if necessary.

The Defense Security Service (DSS) has cognizance over all collateral aspects of this contract. Mark all classified information in accordance with Executive Order 13526, Classified National Information. Contact your DSS Industrial Security Representative for assistance.

Reference Item 10j: FOR OFFICIAL USE ONLY INFORMATION (FOUO): Safeguard FOUO information provided under this contract as specified in DoD-M 5200.1, DoD Information Security Program, February 2012.

Reference Item 10k (Law Enforcement Sensitive (LES)): Contractors may have access to LES information. LES data is sensitive data confined to law enforcement agencies and will be protected in the same manner as FOUO information. LES data will be provided on a need to know basis only. Dissemination of this information is not allowed without prior approval from the NCIS.

Reference Item 11d: Vendor will provide secure storage for NCIS information technology systems.

Reference Item 11e: Contract is for database management services. Cleared personnel are required to perform this service.

Reference Item 111 (Employee Departure): Before an employee departs, the vendor will notify the NCIS Security Division.

**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 (Include Area Code)
Henry C. Garrard, Jr.	Security Programs Manager	(571) 305-9257

d. ADDRESS (Include Zip Code)  
 Naval Criminal Investigative Service  
 27130 Telegraph Rd  
 Quantico, VA 22134

e. SIGNATURE  


**17. REQUIRED DISTRIBUTION**

<input checked="" type="checkbox"/>	a. CONTRACTOR
<input checked="" type="checkbox"/>	b. SUBCONTRACTOR
<input checked="" type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
<input type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
<input checked="" type="checkbox"/>	e. ADMINISTRATIVE CONTRACTING OFFICER
<input checked="" type="checkbox"/>	f. OTHERS AS NECESSARY