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: NONE

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

	a. PRIME CONTRACT NUMBER	
	b. SUBCONTRACT NUMBER	
X	c. SOLICITATION OR OTHER NUMBER: N0018916TQ059	DUE DATE *(YYYYMMDD)*

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

	a. ORIGINAL *(Complete date in all cases)*		DATE *(YYYYMMDD)*
	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 [X] NO. If Yes, complete the following:

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

5. IS THIS A FINAL DD FORM 254? [ ] YES [X] 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)*

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)*
FLENUMMETOCCEN 7 GRACE HOPPER AVENUE MONTEREY CA 93943	N/A	See Block 13 for additional information.

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		X	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	X	
b. RESTRICTED DATA		X	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		X
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		X	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		X
d. FORMERLY RESTRICTED DATA		X	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		X
e. INTELLIGENCE INFORMATION			e. PERFORM SERVICES ONLY		X
(1) Sensitive Compartmented Information (SCI)		X	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		X
(2) Non-SCI		X	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		X
f. SPECIAL ACCESS INFORMATION		X	h. REQUIRE A COMSEC ACCOUNT		X
g. NATO INFORMATION		X	i. HAVE TEMPEST REQUIREMENTS		X
h. FOREIGN GOVERNMENT INFORMATION		X	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	X	
i. LIMITED DISSEMINATION INFORMATION		X	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		X
j. FOR OFFICIAL USE ONLY INFORMATION	X		l. OTHER *(Specify)*	X	
k. OTHER *(Specify)*		X	See Block 13		

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 [X] Through *(Specify)*

FLEET NUMERICAL METEOROLOGY & OCEANOGRAPHY CENTER (FLENUMMETOCCEN), 7 GRACE HOPPER AVE., MONTEREY, CA 93943

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.)*

SECURITY CLASSIFICATION GUIDANCE IS AS FOLLOWS:

- This is a "Have Access Elsewhere" only contract. Classified contract performance is restricted to the actual work performance location (User Agency principal location) cited in Block 8 of this DD Form 254 and other government or cleared contractor facilities as approved by FLENUMMETOCCEN. Contractor will have access to or be exposed to classified government local area network/wide area network (LAN/WAN) and will receive an on-site briefing by a government representative. Briefings by the government security department may include, but are not limited to, the following: issuance and use of Security Classification Guides (SCG); generation, receipt, fabrication, modification, and storage of classified material; derivative classification; transportation/transmission of classified material on/off site; IDs, badges; and other local security requirements. All contractor personnel are required to attend security awareness training and briefings coordinated by the FLENUMMETOCCEN Security Department and/or Special Security Officer, including annual Counterintelligence Awareness and Reporting Training (CIAR), as directed by DODD 5240.06, which will be conducted by the Naval Criminal Investigative Service (NCIS).

- This position is designated as an IT level II, Noncritical-Sensitive National Security Position, and requires the appointed contractor to hold and maintain SECRET eligibility through a valid and current National Agency Check with Law and Credit Check (NACLC) in accordance with DODI 8500.2 and SECNAV M-5510.30. The contractor's PM will coordinate with the customer to determine required clearance levels for each assigned employee.

- Contracting authority will provide security classification guidance on-site for the services to be provided.

CONTINUED

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

Refer to OPSEC guidance contained in the Annex of this document.

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. [X] 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.)

All classified work will be performed at customer or customer-approved locations. Customer maintains inspection oversight for on-site performance.

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)*
RANDOLPH L. McLEOD	COR for Security Matters	831-656-4482

d. ADDRESS *(Include Zip Code)*	17. REQUIRED DISTRIBUTION	
Fleet Numerical Meteorology and Oceanography Center 7 Grace Hooper Avenue, Stop 1 Monterey CA 93943-5100	X	a. CONTRACTOR
		b. SUBCONTRACTOR
	X	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
e. SIGNATURE		d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
	X	e. ADMINISTRATIVE CONTRACTING OFFICER
	X	f. OTHERS AS NECESSARY

13. SECURITY GUIDANCE. (CONTINUED)

- If a multiple facility organization, the contractor may utilize various cleared, company offices to provide security support (e.g., personnel clearances, visit authorization letters, etc.), provided that each such office is furnished with a copy of this DD Form 254 for security guidance.

- Although the actual end items provided by the contractor may not be classified, contractor personnel are required to have access to restricted areas wherein visual access to classified information cannot be precluded. Only personnel with a SECRET level or higher clearance may perform under this contract since the only alternative is to have the restricted areas "sanitized" which would halt all other work in the area. This would not allow FLENUMMETOCCEN to meet its operational commitments and therefore its mission.

- All classified visits shall be pre-approved by the FLENUMMETOCCEN Government Security Manager by forwarding to the individual identified under Points of Contact for need-to-know certification at least two (2) working days in advance of the proposed visit. Visit letters shall contain all information required by the DOD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM) and shall not exceed the period of performance end date.

- The contractor shall comply with all current and applicable Department of Defense and local command instructions/directives including those related to physical, information and systems security. The contractor shall comply with all restricted and off-limits posted signs. All persons engaged in work while on Government property shall be subject to search of their person and vehicles at any time by the Government, and shall report any known or suspected security violations to the Command Security Manager. When the government directs, the contractor shall remove from contract performance any person who endangers life, property, or national security through improper conduct.

- The contractor shall advise of contractor personnel changes as they occur and shall ensure those ex-employees' security and access badges/decals are returned to the appropriate government security representative immediately upon employee termination.

- All security related matters (questions, requests, etc.) pertaining to this classified contract shall be addressed to the certifying official identified in block 16 of this DD Form 254. Contact the certifying official in block 16(a) of this DD Form 254 for any security questions related to this contract.

- All reports of contractor security violations associated with this contract shall be mailed by the Cognizant DSS field office directly to the certifying official in block 16 of this of this DD Form 254.

- All classified information involved in security incidents shall be retained and provided to the certifying official in block 16 of this DD Form 254 for classification review.

- Forward a copy of subcontractor DD Form 254s issued under this contract to the official shown in block 16 of this DD Form 254.

- All security related requests pertaining to this contract shall be submitted in writing by the contractor's Facility Security Officer (FSO) to the individual identified in block 16 of this DD 254.

- Points of Contact

Name	Title	Phone/E-Mail
Kevin Whittier	Information Assurance Manager	kevin.whiitier@navy.mil 831-656-4603
Elizabeth A. Coleman	Security Manager	elizabeth.a.coleman@navy.mil 831-656-4482
Randolph L. (Randy) McLeod	Personnel Security Manager	randolph.mcleod@navy.mil 831-656-4377

- Block 10j – See ANNEX attachment for guidance on handling FOUO materials.

- This DD 254 is for solicitation purposes only. A corrected DD 254 will be issued upon contract award, as appropriate.

ANNEX

Security Classification Guidance

1. The contractor shall not release any information relating to this contract including unclassified information unless authorized by FLENUMMETOCCEN.

2. Upon completion of this contract, all materials provided to the contractor will be returned to the Government Program Office unless written exception is provided to the contractor. Materials generated by the contractor may be returned or destroyed as directed. All items approved for retention will be specifically listed in the approval letter. NOTE: Receipt and/or generation of classified material are not permitted in the contractor's spaces. All classified work is to be performed at the User Agency's principal location and other customer-designated locations as approved.

3. All classified data provided to the contractor will contain classification markings and downgrading instructions, where appropriate. Classified materials and equipment will remain under FLENUMMETOCCEN accountability and will be handled in accordance with applicable FLENUMMETOCCEN directives.

4. Security classification guides (OPNAVINST 5513 series) and controlled unclassified information (e.g., FOUO, distribution statement controlled) are not authorized for public release; therefore they cannot be posted on a publicly accessible web-sever or transmitted over the internet unless appropriately encrypted. Requests for a public release cannot be transmitted via the internet until the contractor receives final approval from FLENUMMETOCCEN.

5. Contractor must submit a request for sharing classified information and other sensitive information between prime contracts in writing to the FLENUMMETOCCEN Security Office, 7 Grace Hooper Avenue, Stop 1, Monterey CA 93943, for approval.

6. All classified documents must be destroyed using a National Security Agency (NSA) approved high security crosscut shredder listed on the NSA/CSS evaluated products list for high security crosscut shredders, or other approved method for destroying classified information.

FOUO Handling Instructions

1. FOUO information is not classified according to Executive Order, but is exempt from disclosure to the public under exemptions 2 through 9 of the Freedom of Information Action (FOIA). Do not consider or mark any other records FOUO. FOUO is not authorized as a form of classification to protect national security Interests.

2. FOUO information may be sent within DoD components and between officials of DoD components and authorized DoD contractors, consultants, and grantees to conduct official business for the DoD. Inform recipients of the status of such information, and send the material in a way that prevents unauthorized public disclosure. Make sure documents that transmit FOUO material call attention to any FOUO attachments. Normally, FOUO records may be sent over facsimile equipment. To preclude unauthorized disclosure, consider such factors as attaching special cover sheets, location of sending and receiving machines, and availability of authorized personnel to receive the FOUO information. FOUO information may be passed to officials in other departments and agencies of the executive and judicial branches to fulfill a government function. Mark the records "FOR OFFICIAL USE ONLY," and tell the recipient the information is exempt from public disclosure under the FOIA and if special handling instructions apply.

OPSEC Guidance

1. The Contractor shall not release to anyone outside the Contractor's organization any unclassified information, regardless of medium, pertaining to any part of this contract or any program related to this contract, unless: 1) The Contracting Officer has given prior written approval; or 2) The information is otherwise in the public domain before the date of release.

2. The Contractor agrees to include a similar requirement in each subcontract under this contract. Subcontractors shall submit requests for authorization to release through the prime contractor to the Contracting Officer.