

**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  
**CONFIDENTIAL**

b. LEVEL OF SAFEGUARDING REQUIRED  
**NONE**

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

a. PRIME CONTRACT NUMBER

b. SUBCONTRACT NUMBER

c. SOLICITATION OR OTHER NUMBER  
N00604-16-T-3002

DUE DATE (YYYYMMDD)  
20151009

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

a. ORIGINAL *(Complete date in all cases)*  
DATE (YYYYMMDD)  
20151014

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 \_\_\_\_\_ *(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)*

**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)*

**9. GENERAL IDENTIFICATION OF THIS PROCUREMENT**

To assist PHNSY&IMF with shipboard disassembly, un-installation, and reassembly dockside of the off-loaded existing No.1 and No.2 HP Air Compressors. Assist the shipyard with dockside disassembly, reassembly shipboard, and installation of the government furnished (RFI/AERP) No.1 and No.2 HP Air Compressors onboard the USS HAWAII (SSN 776) at PHNSY & IMF.

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			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> NAVAL NUCLEAR PROPULSION INFORMATION	<input checked="" type="checkbox"/>		REQUIRES A RED SHIPYARD BADGE		

**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*)

PHNSY & IMF CONGRESSIONAL AND PUBLIC AFFAIRS OFFICER (CODE 1160)

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.*)

8. Work will be performed at Pearl Harbor Naval Shipyard.

10.k. PRIOR TO SUBCONTRACTING, APPROVAL OF THE UNDERSIGNED IS REQUIRED.

10.j. Contractor will adhere to Attachment (3) of this DD 254 for protection of FOUO documents/information. In addition a record of any FOUO documents removed from the Ship or Shipyard will be maintained by the Project and all documents shall be returned and accounted for upon completion of the contract.

11.a. No classified and/or NNPI material will be removed from the Ship in the performance of this contract unless approved in writing by the ship's Commanding Officer and PHNSY & IMF's Security Manager (Code 1122). Contractor shall utilize security guidance from SECNAVINST 5510.36A and the DOD 5220.22-M (NISPOM).

11.e. & 11.l. In addition to safeguarding classified material and NNPI information based on the markings, the Contractor shall follow: Attachment (1): Security Requirements Applicable for Access to Submarines inside Pearl Harbor Naval Shipyard & Intermediate Maintenance Facility's Controlled Industrial Area (Revised OCT 2013)

Attachment (2): Security Controls on the Dissemination of Naval Nuclear Propulsion Information Received or Generated Under NAVSEA Contracts (Rev. 29 NOV 2010)

Attachment (3): Extract from DoDM 5200.01-V4, Enclosure 3, "Protection of FOUO Information."

Security classification guides and other controlled unclassified information (e.g., FOUO, distribution statement controlled), may not be transmitted over the internet or posted to a publicly accessible web server unless appropriately encrypted. Requests for public release may not be transmitted over the internet until final public release approval has been obtained from PHNSY&IMF Code 1160.

\*\*\*\*THIS DD 254 IS FOR SOLICITATION PURPOSES ONLY; PRIOR TO AWARD, CONTACT THE UNDERSIGNED (C1122) TO PREPARE AN "AWARD" DD 254\*\*\*\*

**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.*)

N00604-16-T-3002 (SOLICITATION 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 Laura McMillan, laura.mcmillan@navy.mil	b. TITLE Security Specialist/COR	c. TELEPHONE ( <i>Include Area Code</i> ) 808-473-8000 ext. 3328
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d. ADDRESS (*Include Zip Code*)  
Commander, Pearl Harbor Naval Shipyard & IMF (Code 1122)  
667 Safeguard Street, Suite. 100  
JBPBH, HI 96860-5033

e. SIGNATURE  


**17. REQUIRED DISTRIBUTION**

<input checked="" type="checkbox"/>	a. CONTRACTOR
<input 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

**SECURITY REQUIREMENTS APPLICABLE FOR ACCESS TO SUBMARINES INSIDE PEARL HARBOR  
NAVAL SHIPYARD & INTERMEDIATE MAINTENANCE FACILITY'S CONTROLLED INDUSTRIAL AREAS  
(Rev. OCT 2013)**

1. The provisions of these security requirements are applicable to Shipyard & IMF areas including the areas listed below: (R)

a. CIA-I (Controlled Industrial Area I) – The large fenced-in area encompassing the waterfront and industrial shops, extending from Building 1274 to include all of Bravo Pier 2.

b. CIA-II (Controlled Industrial Area II) - Dry Dock No. 4 Compound (including Building 1444).

2. **Performance of all work under this Contract is restricted to U.S. citizens and U.S. nationals only.** (R)  
U.S. citizen employees of a foreign owned, controlled, and/or influenced company (including a parent company), for access purposes are considered foreign nationals and special authorization would be required for escorted access to PHNSY & IMF spaces.

3. For issuance of Red or Yellow badges, a "classified contract" is required with a Contract Security Classification Specification (DD 254) that allows access to Restricted Data (for Red) and Naval Nuclear Propulsion Information (NNPI) (for both). Also in accordance with OPNAVINST N9210.3 (Safeguarding of NNPI) the contract or subcontract must incorporate all NNPI handling requirements. (R)

4. Security requirements are applicable to the prime contractor as well as to all subcontractors and suppliers thereunder.

5. The period of proposed work to be performed on the submarine is subject to further approval of the Shipyard & IMF Commander depending on the sensitivity of Shipyard & IMF industrial operations in the affected areas.

6. Three weeks prior to the visit, the contractor, subcontractors, and suppliers shall complete applicable items on Part 1 of the Contractor Visit Request (VR) form (PH-SYD 5512/28) and submit it to the Government Contracting Activity (GCA) or COR for completion of Part 2. The GCA/COR will then forward the VR and DD 254, as applicable, to the Shipyard & IMF Sponsor for completion of Part 3 no later than two weeks prior to the visit. The Shipyard & IMF Sponsor will submit the VR to the Pass and Identification Office (Pass and ID) no later than one week prior to the visit. The VR must specify the areas to be accessed on the submarine. Entry into the CIA and access onboard a submarine for those listed on the VR may be authorized under the following conditions: (R)

a. All contractors, subcontractors, and suppliers must have a DOD Facility Security Clearance and those contractors who need access to the submarine must have DOD security clearances granted by Defense Security Service (DSS) and the contractors' clearance eligibility, access and affiliation data must be current and accurate in the DOD Joint Personnel Adjudication System. A Yellow or Red badge will be issued depending on the areas needed to be accessed onboard the submarine. Unescorted or escorted access for Yellow badged contractors onboard the submarine will depend on how the submarine is controlling access to the Nuclear Work Areas. For a Yellow (CNIA) badge, the contractor must have at least an Interim Confidential. For a Red (NWA) badge, the contractor must have a final security clearance.

b. Under no circumstances shall personnel sign, transmit or hand-carry their own VR. The VR should be mailed, e-mailed encrypted or password protected, or delivered by the GCA or Shipyard & IMF Sponsor. (R)

c. Ensure that all contractor employees provide a valid (i.e. state or federally issued) photo identification card and proof of U.S. citizenship to the Pass and ID Office prior to being issued a Shipyard & IMF badge, see Attachment (1) for a list of acceptable documents. (R)

d. Ensure any derogatory or questionable information concerning contractor employees possessing a DOD security clearance or a Shipyard & IMF badge is immediately reported to the Security Office (Code 1125) so that access eligibility can be evaluated.

e. Ensure that contractor employees attend a 30-minute annual orientation on the safety, security, and radiological protection aspects of industrial operations within the Shipyard & IMF. (R)

NOTE: The briefing, which is in the form of a video presentation, will be given at the Pass and ID Office in groups of 10, prior to the issuance of Shipyard & IMF badges. Special arrangements for larger groups can be scheduled upon request. (R)

f. Ensure that all employees wear and display the Shipyard & IMF badge in the chest area at all times while entering, remaining in, and exiting Shipyard & IMF spaces.

g. Ensure that each badge is used only by the specific individual named on the badge.

h. Maintain strict accountability over identification badges and passes issued by the Pass and ID Office. Report immediately, to the Pass and ID Office, any badges/passes that are missing or lost and the circumstances. Return badges/passes to the GCA immediately upon termination of any employee, upon expiration, upon completion of the work, or when no longer required. The GCA will ensure that all badges/passes are returned and forwarded to the Shipyard & IMF Pass and ID Office (Code 1125.2).

i. Restrict hours of work to 0630 – 1500 hours Monday through Friday only. When operational needs require the contractor to schedule work before 0630 and/or after 1500 (Monday through Friday) or on weekends and holidays, provide written notification at least two weeks in advance to the GCA who will obtain approval from the respective Shipyard & IMF departments, offices, and shops. Such notifications will include the company name, type of work to be performed, location of work, specific dates, and hours of work. The POC will submit a request in writing to the Security Office (Code 1124) by Wednesday of each week to add the contractor to the "Non-Duty Hours Contractor Access List" that is prepared weekly. Emergency access for contractors not on the non-duty hours list may be authorized entry by the Security Officer or Security Operations Officer upon verification with the POC. (R)

j. Restrict employees/representatives to the work site and control travel directly to and from the work site.

7. The Pass and ID Office is located in Building 207 at Safeguard Street and Russell Avenue.

8. No vehicle will be permitted access to a work site in the CIA without a Shipyard & IMF CIA vehicle pass. The Shipyard & IMF CIA vehicle passes are issued for limited purposes by the Shipyard & IMF Pass and ID Office. Shipyard & IMF CIA vehicle passes will not be issued proof of vehicle registration to the contractor's company has been presented to Shipyard & IMF Pass and ID. All vehicles are required to conform to Shipyard & IMF traffic regulations. The speed limit is 15 MPH in the CIA. Outside the CIA, the speed limit is as posted or marked. (D)

9. Only those contractor vehicles meeting all of the following criteria will be allowed to enter the CIA with the Shipyard & IMF CIA vehicle pass:

a. All vehicles must clearly display an authorized company sign or logo on both sides of the vehicles. The logo must be either painted or a magnetic sign. Paper or cardboard signs are not authorized. Lettering of the logo must not be less than 2-1/2 inches in height and 1/4 inch wide.

b. They must be company or commercial vehicles used by the contractor to transport heavy equipment and/or material to the job site. In limited circumstances, contractor vehicles may be allowed entry to conduct on-site inspections at the job site.

NOTE: Contractor vehicles will not be used solely to transport employees to the job site. Privately owned vehicles will not be allowed in the CIA.

10. A limited number of CIA vehicles passes will be issued to each contractor, subcontractor and vendor to facilitate work requirements. Every vehicle entering the CIA will display the pass on the dashboard or visor

(facing outward). The pass will be visible at all times while in the CIA. Parking is limited to those areas that are specifically identified on the pass. If additional passes are required, adequate justification must be presented to the Pass and ID Office via the GCA.

11. Vehicles may enter and exit from gates located on Paul Hamilton Avenue or on Chosin Street, Monday through Friday, 0630 to 1500 hours. For access before 0630 and after 1500 hours, weekends, and holidays the contractors must comply with paragraph 6.i. After proper notification, contractors may enter and exit from either gate after hours, weekends, and holidays. (R)

12. Parking is not permitted on any piers on any dry dock/waterfront areas. Contractors shall not park on or block the marked fire lanes at any time. Vehicles may stop on the piers of dry dock/waterfront areas for 15 minutes for loading or unloading. An exception may be made for vehicles which are part of the equipment needed to do the required work and are attached or connected to the pier or ship, i.e., a truck which uses a mounted generator, a vehicle with built-in equipment, etc. A written request for pier parking authorization for these types of vehicles with justification will be sent to the Shipyard & IMF Security Officer (Code 1120) via the GCA at least two weeks prior to the date the parking space is required. The following information is required:

- a. The license number of the vehicle(s).
- b. The type and size of the vehicle(s) (pickup truck, crane, forklift, etc.)
- c. Parking location.
- d. Purpose and duration.

13. Parking for privately-owned vehicles is available:

- a. In the "N" parking lot on Central Avenue and "D" parking lot on Paul Hamilton Avenue, located between South Avenue and Safeguard Street or;
- b. In the "C" parking lot on Lake Erie Street and Central Avenue.

14. All vehicles are subject to search while entering, remaining in, or leaving the Shipyard & IMF and/or JBPHH areas. A Property Pass (OP-7) issued and signed by the GCA must cover all government material being transported out of the CIA by contractors. Material found without a Property Pass will be confiscated and a police offense report issued.

15. Entry into shop/office/ship spaces covered by this contract will be subject to prior approval of the respective Shop Superintendent/Office Head/Ship's Commanding Officer. Contractors will coordinate action with the GCA for obtaining entry approval.

16. The Shipyard & IMF Security Officer will provide guard services on a reimbursable basis for contractors requiring guard services. The contractor must notify and obtain approval from the Shipyard & IMF Security Office via the GCA at least two weeks prior to the time guard services will be required. Notification in writing shall (include the purpose and number of hours guard services will be required). (R)

17. Contractor personnel will not be permitted to enter Shipyard & IMF buildings, spaces, and areas not covered by this contract except on prior approval of the Shipyard & IMF department/office/shop having jurisdiction of the areas. Contractors will coordinate action with the GCA to obtain such entry approval.

18. Access to unclassified and classified U.S. Navy shipbuilding, conversion, or repair technology and related technical information manuals, documents, drawings, plans, specifications, etc., by the Contractor shall be restricted to an official need-to-know basis. This type of information shall be handled, controlled, and safeguarded to prevent oral, visual, and documentary disclosure to uncleared personnel, the public, to foreign sources, and to all personnel not having an official need-to-know. It shall be returned to the Pearl Harbor Naval

Shipyards & IMF upon completion of contracted work, except when the GCA grants specific retention authorization.

19. **Photography and photographic equipment are prohibited in Pearl Harbor Naval Shipyards & IMF, to include personal cellular phones with camera features.** When operationally required, a written request containing specific justification and details will be submitted to the Security Office (Code 1125) via the GCA for consideration. If a Shipyards & IMF photographer is unable to take the photographs, authorization will only be granted to the contractor if the contractor has a Shipyards & IMF Sponsor and is under continuous escort of a designated Shipyards & IMF employee. The designated escort shall be briefed by Code 1125. The escort will take the film or photographic media in his or her custody. The Sponsoring Shipyards Code/Office will mark and control the photographs as "For Official Use Only" and route the photographs in accordance with local regulations for review and approval of a Distribution Statement (prior to release from Shipyards & IMF). (R)

20. **Portable Electronic Devices (PEDs).** PEDs include pagers, mobile/cellular telephones (with/without cameras), personal digital assistants/job performance aids, laptop/notebook/handheld computers, digital imagery (still/video) devices, analog/digital sound recorders (e.g. I-PODs), video game devices, USB devices, and devices of similar capability, functionality, or design. Privately-Owned PED devices such as those listed above are prohibited on Shipyards premises. Privately-Owned PEDs without camera devices are prohibited unless approved in writing by the local Information Assurance Authority (IAA) or Information Assurance Manager (IAM). Violations may result in the confiscation and sanitization of the PEDs. The only approved method of sanitizing most PEDs is physical destruction. (R)

a. All personnel authorized to use PEDs in Shipyards & IMF workspaces, whether privately-owned (includes contractor-owned) or government-owned, are required to comply with NAVSHIPYD&IMFPEARLINST 5239.1(series), *Activity Information Systems Security Plan (AISSP)* (R)

b. For Privately-Owned PEDs without camera devices approved for use in Shipyards & IMF spaces, the user shall follow: (R)

(1) The PEDs will not handle, process, or store any U.S. Government information unless otherwise authorized by the IAM.

(2) The PEDs will not be connected to any Shipyards & IMF network, U.S. Government-Owned computers, or associated peripherals.

(3) The PEDs will operate in only approved locations. These PEDs are not allowed in spaces processing and/or handling classified information.

(4) Users shall comply with software copyright laws and agreements.

(5) Violations of the above may result in the confiscation of the PED.

(6) The U.S. Government will not be liable for the privately-owned PED hardware/software while on the Shipyards & IMF premises.

c. For U.S. Government-Owned PEDs approved for use in Shipyards & IMF spaces and issued for official government travel, the user shall follow:

(1) Government-Owned PEDs that are synchronized with desktop computers on Shipyards & IMF Local Area Network (LAN) shall follow the security measures in Enclosure (2) of NAVSHIPYD&IMFPEARLINST 5239.1(series).

(2) Use of Government-Owned PED equipment while on travel and performing official government business is allowed.

(3) Government-Owned PEDs shall not be checked as baggage, stored in airport or bus station lockers, or left with desk clerks at motels. PEDs with NNPI data shall not be left unattended in the motel room. If a PED with no NNPI data is left unattended in the motel room, it must be locked in a personally owned container (i.e., luggage, brief case, etc.).

(4) Government-Owned PEDs shall not be taken out of the United States without an authorization letter from the IAM.

(5) Government-Owned PEDs will not be used to store passwords; safe and door combinations; personal identification numbers (PINs); as well as classified information.

(6) Government-Owned PEDs shall not be used for classified information processing unless specifically authorized in writing by the local IAA.

(7) Where feasible, Government-Owned PEDs shall employ up-to-date signature files that are used to profile and identify viruses, worms, and malicious code. As proven anti-virus clients for PEDs become available, these clients shall be deployed to the greatest possible extent in all PEDs that connect to the Shipyard & IMF LAN.

21. Ensure that yellow plastic material is not used for warning signs, covering material, etc.

22. Be responsible for control and security of all contractor-owned equipment and material at the work site. Report immediately, all missing/lost/stolen property to the Joint Base Pearl Harbor Hickam Security Detachment (phone 474-6751) as each case occurs. (R)

23. Ensure that no material is stacked within ten (10) feet of the CIA perimeter. Remove from the work site, or secure, ladders or other such equipment, which could be used to climb the CIA perimeter fence. Ensure that no vehicles are parked within ten (10) feet of the CIA perimeter.

24. Provide written notification to the Commander, Pearl Harbor Naval Shipyard & IMF (Code 1120) via the GCA, two (2) weeks prior to actual start of work to allow for notification of the appropriate Shipyard & IMF departments, offices, and shops of the impact resulting from the contract work. Such notifications will include specific details such as work schedules (including actual start date for Shipyard & IMF entry), and impact statements concerning tasks to be done, e.g. specific parking spaces to be vacated, inclusive dates involved, traffic rerouting, changes to traffic and parking patterns, traffic/parking controls to be instituted by the contractor, barricades to be erected by the contractor, etc., along with sketches of the particular areas involved.

25. Two weeks prior to making any penetrations (i.e. tunneling under, cutting through a fence or building, etc.) in a restricted area (e.g. CIA fence line, CNIA or NWA) the contractor shall contact Code 1120 via the GCA to make arrangements for a security guard or other measures required to meet all security requirements. The cost for the security guard will be charged to the contractor. (R)

26. Any exceptions to these security requirements must be coordinated with the Security Office (Code 1120).

**SECURITY CONTROLS ON THE DISSEMINATION OF NAVAL NUCLEAR  
PROPULSION INFORMATION RECEIVED OR GENERATED UNDER NAVSEA  
CONTRACTS**

1. The provisions of the DOE-DOD Classification Guide for the Naval Nuclear Propulsion Program, CG-RN-1, Revision 3, and its Interpretive Guidance Bulletins and OPNAVINST N9210.3 are applicable to all Naval Nuclear Propulsion Information (NNPI) work done under this contract.
2. Disclosure of NNPI, classified or unclassified, to contractor employees who are granted Limited Clearances under the provisions of DOD 5220.22M, National Industrial Security Program Operating Manual (NISPOM) is not authorized without approval from the Naval Sea Systems Command (SEA 08).
3. Access to Navy ships, or Navy or commercial shipyards where Navy ships are located, is subject to the requirements of NAVSEAINST 5500.3A of 2 March 1988, Subj: Control of Access to Vessels by NON-US Citizens.
4. All Naval Nuclear Propulsion Information, classified or unclassified shall be marked in accordance with Exhibit (3) of OPNAVINST N9210.3.
5. Critical Technology (also referred to as militarily critical technology) is defined as follows:
  - a. Arrays of design and manufacturing know-how (including technical data);
  - b. Keystone equipment (including manufacturing, inspecting and testing equipment) is the equipment specifically necessary for the effective application of a significant array of technical information and know-how;
  - c. Keystone materials are materials specifically necessary for the effective application of a significant array of technical information and know-how; and
  - d. Goods accompanied by sophisticated operation, application or maintenance know-how that would make a significant contribution to the military potential of any country or combination of countries and that may prove detrimental to the security of the United States.
6. Information other than NNPI that contains critical technology information as defined in paragraph 5 above shall be marked with the following warning notice, along with the designated distribution statement:

WARNING – This document contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C. Sec. 2751 et seq.) or the Export Administration Act of 1979, as amended, Title 50, U.S.C., App 2401, et seq. Violations of these export laws are

subject to severe criminal penalties. Disseminate in accordance with the provisions of OPNAVINST 5510.161.

7. The contractor shall invoke the foregoing provisions, as appropriate, in all subcontracts hereunder which involve access to NNPI. The requirements of OPNAVINST N9210.3 and appropriate sections of the DOE-DOD Classification Guide for Naval Nuclear Propulsion Program, CG-RN-1, Revision 3 and its Interpretive Guidance Bulletins are applicable for all contracts and are also applicable to all subcontracts which involve access to Classified NNPI.

(Excerpt from Enclosure 3, page 17, paragraph 2.e.)

e. Protection of FOUO Information

(1) During working hours, reasonable steps shall be taken to minimize the risk of access by unauthorized personnel (e.g., not reading, discussing, or leaving FOUO information unattended where unauthorized personnel are present). After working hours, FOUO information may be stored in unlocked containers, desks, or cabinets if Government or Government-contract building security is provided. If such building security is not provided or is deemed inadequate, the information shall be stored in locked desks, file cabinets, bookcases, locked rooms, etc.

(2) FOUO information and material may be transmitted via first class mail, parcel post, or, for bulk shipments, via fourth class mail. Whenever practical, electronic transmission of FOUO information (e.g., data, website, or e-mail) shall be by approved secure communications systems or systems utilizing other protective measures such as Public Key Infrastructure (PKI) or transport layer security (e.g., https). Use of wireless telephones should be avoided when other options are available. Transmission of FOUO by facsimile machine (fax) is permitted; the sender is responsible for determining that appropriate protection will be available at the receiving location prior to transmission (e.g., machine attended by a person authorized to receive FOUO; fax located in a controlled government environment).

(3) FOUO information may only be posted to DoD websites consistent with security and access requirements specified in Deputy Secretary of Defense Memorandum, "Web Site Administration," December 7, 1998, with attached "Web Site Administration Policies and Procedures," November 25, 1998.

(4) Additional guidance regarding FOUO information that may also require protection pursuant to the Privacy Act of 1974, as amended, may be found in DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007.

(5) Record copies of FOUO documents shall be disposed of according to provisions of chapter 33 of title 44, U.S.C. and the DoD Component records management directives. Non-record FOUO documents may be destroyed by any of the means approved for the destruction of classified information or by any other means that would make it difficult to recognize or reconstruct the information.

(6) The originator or other competent authority (e.g., initial FOIA denial and appellate authorities) shall terminate the FOUO status of specific information when circumstances indicate that the information no longer requires protection from public disclosure. When the FOUO status of information is terminated in this manner, all known holders shall be notified, to the extent practical. Upon notification, holders shall efface or remove the FOUO markings, but records in file or storage need not be retrieved solely for that purpose. Information whose FOUO status has been terminated shall not be released to the public without the review and approval required by paragraph 1.f of this enclosure.

(Excerpt from Enclosure 3, page 10, paragraph 1.f.)

f. ALL DoD unclassified information MUST BE REVIEWED AND APPROVED FOR RELEASE through standard DoD Component processes before it is provided to the public (including via posting to publicly accessible websites) in accordance with DoDD 5230.09, Deputy Secretary of Defense Memorandum, "Web Site Administration," December 7, 1998, with attached "Web Site Administration Policies and Procedures," November 25, 1998 and other applicable regulations. Unclassified information previously approved for release to the public may be shared with any foreign government or organization.