

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION				1. CLEARANCE AND SAFEGUARDING	
<i>(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)</i>				a. FACILITY CLEARANCE REQUIRED TOP SECRET	
				b. LEVEL OF SAFEGUARDING REQUIRED TOP SECRET	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>			3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>		
<input type="checkbox"/>	a. PRIME CONTRACT NUMBER		<input checked="" type="checkbox"/>	a. ORIGINAL <i>(Complete date in all cases)</i>	Date (YYYYMMDD)
<input type="checkbox"/>	b. SUBCONTRACT NUMBER		<input type="checkbox"/>	b. REVISED <i>(Supersedes all previous specs)</i>	Revision No. 3 Date (YYYYMMDD)
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER W911W4-13-R-0005	Due Date (YYYYMMDD)	<input type="checkbox"/>	c. FINAL <i>(Complete Item 5 in all cases)</i>	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 _____ <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 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 <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. NAME, ADDRESS, AND ZIP CODE THIS DD254 IS FOR SOLICITATION PURPOSES ONLY. A PRIME CONTRACT DD254 WILL BE PROVIDED UPON CONTRACT AWARD.		b. CAGE CODE TBD	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> TBD		
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICES <i>(Name, Address, and Zip Code)</i>		
8. ACTUAL PERFORMANCE					
a. LOCATION MULTIPLE LOCATIONS – SEE ITEM 13 AND SCI ADDENDUM		b. CAGE CODE N/A	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> N/A		
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Procurement of Intelligence, Information Operations, Mission Support and Sustainment Service supporting Global INSCOM, Army and Mission partner requirements worldwide.					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:			11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	YES <input type="checkbox"/>	NO <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 checked="" type="checkbox"/>	<input type="checkbox"/>
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input checked="" type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
(2) Non-SCI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. NATO INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	l. OTHER <i>(Specify)</i> CONTRACTOR WILL NEED ACCESS TO SI, TK, G, HCS, NATO SECRET	<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. OTHER <i>(Specify)</i> (SIPRNET, JWICS, NSANET and access to NATO Information)	<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 OF SCI IS NOT AUTHORIZED. REQUEST FOR RELEASE OF OTHER THAN SCI INFORMATION REQUIRES APPROVAL OF THE CONTRACTING OFFICER OR CONTRACTING OFFICERS REPRESENTATIVE AND COGNIZANT SECURITY OFFICE.

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.)

SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM

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

SEE SCI ADDENDUM

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.)

Yes

No

SEE SCI ADDENDUM

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

Eunice "Liz" Wright

b. TITLE

Industrial Security Specialist

c. TELEPHONE (Include Area Code)

703-428-4372

d. ADDRESS (Include ZIP Code)

HQ, Intelligence and Security Command 8825 Beulah Street
Fort Belvoir, VA 22060-5246

e. SIGNATURE

Eunice E. Wright

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

f. OTHERS AS NECESSARY

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.*

10 (a) Classified COMSEC material is not releasable to contractor employees who have not received a FINAL clearance at the appropriate security level. COMSEC access shall be IAW DoD 5220.22-M and AR 380-40. When access is required at Government facilities, contractor personnel will adhere to COMSEC rules and regulations as mandated by Command policy and procedures. Written concurrence of the contracting officer is required prior to subcontracting.

10e(1): SCI Access required for access to SCI networks: JWICS and NSANET and supporting intelligence databases. Written concurrence of the CM is required prior to subcontracting. No public release of information authorized, public disclosure or confirmation of any subject related to the support contract is not authorized without first obtaining written approval from the contracting officer. DNI has jurisdiction and control of intelligence information, the KO is responsible for ensuring that any additional security requirements is outlined in the DNI Directive and incorporate them in guidance and provide to contractor.

10e(2): Access to collateral Intelligence information required for performance and access to SIPRNET. Non-SCI Information is not releasable to contractor employees who have not received a clearance at the appropriate security level. Written concurrence of the contracting officer is required prior to subcontracting.

10g: The SIPRNET and JWICS contain NATO information and a NATO awareness briefing is required for everyone who needs access to SIPRNET or JWICS. The purpose of providing a NATO awareness briefing is to inform personnel how to protect NATO information in the event they come across it while on the SIPRNET. Contractor must possess the equivalent FINAL cleared to be read-on the NATO Secret.

10h: Foreign Government Information (FGI) is not releasable to contractor employees who have not received a FINAL clearance at the appropriate security level. Written concurrence of the KO is required prior to subcontracting. Exposure to FGI is based on access to SIPRNET, JWICS and NSANET networks and supporting databases.

10j: For Official Use Only (FOUO). The contractor is responsible for handling and protection of FOUO markings only when generated and disseminated by the Government, and is required to apply FOUO markings only when extracting FOUO information from such material. See Appendix A. FOUO Information. Controlled Unclassified Information (CUI) and Law Enforcement Sensitive (LES) requires safeguarding or dissemination control. Contractor may disseminate (CUI) to its employees who have a valid "need to know" to support this contract. NO further distribution of the information is authorized without prior approval of the COR. CUI generated and/or provided under this contract shall be safeguarded and marked as specified in DOD 5200.1, Volume 4, 24 Feb 12.

10k: NIPRNET, SIPRNET, JWICS and NSANET access may be required at the Task Order level. The contractor shall not access, download or further disseminate any special access data (i.e. intelligence, NATO, COMSEC, etc.) outside the execution of the defined contract requirements and without the guidance and written permission of the contracting officer. In the event that any special access is required, the contracting officer must modify the requirements for the DD Form 254.

11a: Access and storage of classified information is restricted to either U.S government controlled and managed facilities in CONUS and OCONUS and/or SCIF location. Government agency or activity will provide security classification guidance for performance of this contract. Submit visit request via ACAVS/JPAS to the contracting officer and/or Security Management Office or Contract Monitor for need-to-know verification.

11c & d: Contractor will produce, modify, and store classified material and hardware/systems.

11f. Access to classified material outside of the United States is restricted to US Government Activities only.

11h. Contractor will be hand receipt holders of COMSEC information involved with this contractor. See AR 380-40.

11i: TEMPEST requirements are in support SCIF regulations and policy. Requirements provided under separate cover from CM and/or CSA.

11j. INSCOM OPSEC Requirements provided under separate cover from CM.

11l. SI/TK/G and HCS SCI accesses may be required to perform work on this contract. Contractor must notify Army Contract Support Element and the COR of any change in status of SCI-accessed personnel; marriage, divorce, name change, etc. Contractor will inform CSE and COR within 24 hrs of when they become aware of derogatory information (arrests, security incidents, etc.) Contractor will report derogatory information immediately as an incident report to the Joint Personnel Adjudication System (JPAS) as well as notify the Defense Security Service (DSS).

17f. (continued) . This DD254 has been approved by the Security Manager prior to submission in ACAVS. Ms, Eunice "Liz" Wright, INSCOM Industrial Security Manager, (703) 428-4372.

CONTINUATION OF ITEM 13

US ARMY SCI ADDENDUM TO DD FORM 254, 31 May 2005

XXX (1) This contract requires access to Sensitive Compartmented Information (SCI). The Commander, US Army Intelligence and Security Command (INSCOM), acting on behalf of the DA Deputy Chief of Staff (DCS), G-2 as the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the contractor or developed under the contract and held within the Contractor's SCI Facility (SCIF) or Co-utilization Agreement (CUA) SCIF. The Defense Intelligence Agency (DIA) has security inspection responsibility for SCI and the Defense Security Service (DSS) retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. The manuals, regulations and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:

XXX DoD 5105.21-M-1, SCI Security Manual, Administrative Security

XXX Signals Intelligence Security Regulations (SISR) (Available from the Contract/Task Monitor)

XXX Imagery Policy Series (Available from the Contract/Task Monitor)

XXX ICD 703, Protecting Sensitive Compartmented Information within Information Systems

XXX ICD 705-1, Physical/Technical Security Standards for Sensitive Compartmented Information Facilities

XXX AR 25-2, Information Assurance

XXX AR 380-28, DA Special Security System

_____AR 380-381, Special Access Programs (SAPS).

XXX Army Handbook for SCI Contracts.

XXX Other, ICD 702 Technical Surveillance Countermeasures;

ICD 703 Protection of SCI and Sources and Methods;

ICD 705 Sensitive Compartmented Information Facilities

XXX (2) Contract estimated completion date: _____ **(NOTE: Section "F" of the contract normally provides the Period of Performance. Option years are not to be included, as an option is not valid until exercised by the government.)**

XXX (3) The name, telephone number, email address and mailing address of the Contract/Task Monitor for the SCI portion of this contract is: (Additionally, identify the Security POC & phone number and email address at the contractor's/subcontractor's location): _____ (The Contract/Task Monitor and the contractor security must be registered in the Army Contractor Automated Verification System (ACAVS) in order to process SCI actions)

XXX (4) All DD Forms 254 prepared for subcontracts involving access to SCI under this contract must be forwarded to the Contract/Task Monitor for approval and then to HQ INSCOM, ACofS Security, G2, Contractor Support Element (CSE) for review and concurrence prior to award of the subcontract.

XXX (5) The contractor will submit the request for SCI visit certifications through the Contract/Task Monitor for approval of the visit. The certification request must arrive at the Contractor Support Element at least ten (10) working days prior to the visit.

XXX (6) The contractor will not reproduce any SCI related material without prior written permission of the CM.

XXX (7) Security Classification Guides or extracts are attached or will be provided under separate cover.

XXX (8) Electronic processing of SCI requires accreditation of the equipment in accordance with DCID 6/3, and AR 25-2 (Note: Check only if item 111 indicates that a requirement exists for SCI IS processing.)

XXX (9) This contract requires a contractor SCIF.

XXX (10) This contract requires (SI) (TK) (G) (HCS) (Add others as required) (NATO SECRET) (add others as required)

XXX (11) The contractor will perform SCI work under this contract at the following locations: HQ INSCOM AND SITES WORLDWIDE AS REQUIRED TO SUPPORT FUTURES MISSION.

FOUO ADDENDUM TO DD 254

W911W4-13-R-0005

SAFEGUARDING “FOR OFFICIAL USE ONLY” (FOUO) INFORMATION

(Updated: 23 July 2010)

1. The “FOR OFFICIAL USE ONLY” marking is assigned to information at the time of its creation in a DOD User Agency. It is not authorized as a substitute for a security classification marking but it is used on official Government Information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act.
2. Other non-security markings such as “Limited Official Use” and “Official Use Only” are used by non-DOD User Agencies for the same type of information and should be safeguarded and handled in accordance with instructions received from such agencies.
3. Use of the above markings does not mean that the information cannot be released to the public, only that it must be reviewed by the Government prior to its release, to determine whether a significant and legitimate Government purpose is served by withholding the information or portions of it.

4. IDENTIFICATION MARKINGS:

- a. An unclassified document containing FOUO information shall be marked “UNCLASSIFIED//FOR OFFICIAL USE ONLY” in bold letters at least 3/16 of an inch high at the top and bottom of the front cover (if any), on each page, and on the outside of the back cover (if any). No portion marking will be shown.
- b. Within a classified document, an individual page that contains both FOUO and classified information will be marked at the top and bottom with the highest security classification appearing on the page. If an individual portion contains FOUO information but no classified information, the portion will be marked “U//FOUO”.
- c. Any “FOR OFFICIAL USE ONLY” 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.

- d. Removal of the “FOR OFFICIAL USE ONLY” marking can only be accomplished by the originator or other competent authority. When “FOR OFFICIAL USE ONLY” status is terminated, all known holders will be notified to the extent possible.
5. DISSEMINATION: Contractors may disseminate “FOR OFFICIAL USE ONLY” information to their employees and subcontractors who have a need for the information in connection with a classified contract.
 6. STORAGE: During normal working hours “FOR OFFICIAL USE ONLY” information shall be placed in an out-of-sight location if the work area is accessible to persons who do not have a need for the information. During non-working hours, the information shall be stored to preclude unauthorized access. Filing such material

with other unclassified records in unlocked files or desks is adequate when internal building security is provided during non-working hours. When such internal security control is not exercised, locked buildings or rooms will provide adequate after hours protection or the material can be stored in locked receptacles such as file cabinets, desks or bookcases.

7. TRANSMISSION: "FOR OFFICIAL USE ONLY" information may be sent via first-class mail or parcel post. Bulky shipments may be sent fourth-class mail. Electronic transmission of FOUO information by voice, data, facsimile or similar means, should be by approved secure communications systems when possible.

8. DISPOSITION: When no longer needed, FOUO information may be disposed of by tearing each copy into pieces to preclude reconstructing, and placing it in a trash container or as directed by the User Agency.

9. UNAUTHORIZED DISCLOSURE: Unauthorized disclosure of "FOR OFFICIAL USE ONLY" 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 sanctions.