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# **Contract Security Classification Specification (DD254) Preparation Guide**

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# **INTRODUCTION**

## **UNDERSTANDING THE ACQUISITION PROCESS AS IT RELATES TO THE NATIONAL INDUSTRIAL SECURITY PROGRAM (NISP)**

### **OVERVIEW**

This document will assist you in preparing the Contract Security Classification Specification, DD 254.

Appendix A explains and defines the DD 254.

Appendix B will guide you through the preparation of a solicitation DD 254.

Appendix C will assist you in the preparation of an award DD 254.

Appendix D demonstrates the preparation of a delivery order DD 254.

Appendix E will guide you through the preparation of a Blanket Purchase Agreement (BPA) DD 254.

Appendix F provides preparation instructions for a final DD 254.

Appendix G lists the current index of classification guides.

Appendices H and I provide definitions and a glossary of terms.

Appendix J provides references to current Defense Security Service (DSS) Cognizant Security Offices.

Appendix K lists references used to create this document.

The National Industrial Security Program (NISP) was established to provide uniform security policies, practices, and procedures to enable U.S. Industry to safeguard classified information. SPAWAR Systems Center, San Diego (SSC San Diego) and SPAWAR Systems Command share in the responsibility for the protection and control of classified information used by private industry. The first step for administering this protection and control is to give the contractor detailed security guidance for a classified access contract. Only the DD 254 will be used to convey contractual security classification guidance to contractors, which is binding on both government and contractor personnel.

### **PROVIDING CLASSIFICATION GUIDANCE**

The government has the responsibility (through the Contracting Officer's Representative (COR), Technical Representative (TR), Program, Project, and Systems Managers) to provide contractors performing on a classified access contract accurate classification instructions and guidance. Prime contractors assume this responsibility for their subcontractors.

An original DD 254 will be included with each solicitation to ensure the prospective contractor is aware of the security requirements of the contract. An original award DD 254, reflecting the prime contractor, will also be included in the contract awarded to the successful bidder.

A completed DD 254, with attachments and supplements as applicable, is the basic document by which classification, regrading, and declassification specifications are documented and provided to prime contractors. The DD 254 identifies the specific items of classified information involved in the contract that require security classification protection. Based upon the classification guidance received from the COR/TR, each contractor is responsible for developing the DD 254 for each classified subcontract, request for proposal, or other solicitation awarded to cleared subcontractor facilities.

The DD 254 embodies the concept that sensitive information itself shall be identified and assigned a proper classification rather than assigning a classification to media by which classified information could be conveyed. This method of classifying information rather than media is intended to answer the question: "What is there about a specific item of hardware or information that causes it to be classified?"

The DD 254 itself will not normally be classified. When the instructions must contain classified information, a reference to the classified material will be made in Item 13 of the DD 254 and the classified material will be forwarded under separate cover.

## **PRINCIPLES OF CLASSIFIED CONTRACTING**

When a determination is made at either SSC San Diego or SPAWAR that work will be contracted, a second determination must be made relative to the classification of the contract for the work or services performed.

- a. If contractor employees require access to classified information or material in the performance of the contract, the contract will be considered a classified access contract. A contract may be considered as classified access even though the contract documents (DD 254, Statement of Work (SOW), Specifications or Contract Data Requirements List (CDRL)) themselves are not classified.
- b. If the contract does not involve access to classified information as defined above, the contract will be considered to have unclassified access and the provisions outlined in this document do not apply. Access to classified information, even on a one-time basis, would be considered a classified access contract.
- c. The COR/TR should decide which elements of the contract involve access to classified information, the degree of access, and any special considerations. These determinations may be made by a combination of individuals; however, neither the Procuring Contracting Officer (PCO), Ordering Officer, nor Security's COR would have the technical expertise to make these decisions. Rather, the PCO, Ordering Officer, and Security's COR will serve as advisors.

## **PRECONTRACT NEGOTIATIONS (SOLICITATION, RFP, ETC.)**

An original DD 254 shall be issued with each Request for Proposal (RFP), or other solicitation, to ensure the prospective contractor is aware of the security requirements and can plan accordingly. The COR/TR will properly complete the DD 254 and Security's COR will approve it.

## **AWARD OF A CLASSIFIED CONTRACT**

Once the solicitation phase is completed, and prior to the award of a classified access contract, the COR/TR will electronically complete and submit to Security's COR an award DD 254. The DD 254 should establish the proper security classification of the specific work to be accomplished by the proposed contractor. Security's COR will then forward the approved, signed, DD 254 to the Contracting Officer for award and distribution.

## **REVIEW AND/OR REVISION OF CONTRACT SECURITY CLASSIFICATION SPECIFICATIONS**

The COR is required to review the classification specifications periodically, at least every 2 years. This is necessary because program tasks and classification guidance and instructions may change. A revised DD 254 shall be issued every 2 years, on or before the anniversary date of the current DD 254. Reviews should be conducted before the biennial anniversary of the date reflected in blocks 3.a or 3.b of the DD 254.

## **COMPLETION OF CONTRACT**

Contractors who wish to retain classified material under a contract may automatically do so for 2 years after completion of the contract unless the COR/TR notifies the contractor to the contrary. The 2-year retention period is computed from the date the contract expired. If retention is required beyond 2 years, the contractor must request and receive written retention authority from the COR/TR as specified in paragraph 5-702 of the NISPOM. If the COR/TR determines the contractor has a continuing need for the material, the COR/TR must submit a final DD 254. Contractors shall identify, in writing, classified material for retention as follows:

- TOP SECRET material shall be identified in a list of specific documents.
- SECRET and CONFIDENTIAL material may be identified by general subject matter and the approximate number of documents.

Contractors should include a statement of justification for retention based on one or more of the following:

- a. The material is necessary to maintain the contractor's essential records.
- b. The material is patentable or proprietary data to which the contractor has title.
- c. The material will assist the contractor in independent research and development efforts.
- d. The material will benefit the U.S. Government in the performance of other prospective or existing SSC San Diego or SPAWAR contracts.
- e. The material is being retained in accordance with the "records retention clause" of the contract.
- f. The material will benefit the U.S. Government in the performance of another active contract and is being transferred to the active contract (specify contract). The contractor will provide a copy of the correspondence to both the COR/TR and the other agency.

The COR/TR prepares the final DD 254 and Security's COR issues it in the format described in Appendix F.

## APPENDIX A

### EXPLANATION OF THE DD 254

This Appendix defines each block of the DD 254, and should be referred to if questions arise during preparation of the form. Appendices B through F guide you in preparing the specific DD 254 to fit your needs.

The DD 254 should be completed by either the proposed technical Contracting Officer's Representative (COR) or other government personnel with technical knowledge of the program. It will then be sent electronically to Security's COR (Code 20353) for SSC San Diego or Code 20355 for SPAWAR, for approval and signature. In addition, SPAWAR personnel must send an electronic Statement of Work (SOW) to Code 20355. Security's COR will forward the DD 254 to the Contracting Officer.

**Do not delete or alter pre-printed information. USE ONLY ARIAL NARROW, 10 POINT, IN ALL CAPS, WHEN FILLING IN THE BLANKS ON THE DD 254.**

- ITEM 1: Item 1.a is the highest level of facility clearance required by the prospective contractor. This is also the level of personnel clearances you will require for your contract. Use only the words TOP SECRET, SECRET, or CONFIDENTIAL. The contractor must have, or be eligible for, a facility clearance at least as high as the classification indicated in Item 1.a. Item 1.b is the highest level of safeguarding required of the contractor at their cleared facility for performance of the contract. The classification shown in Item 1.b may not be higher than that shown in Item 1.a. If the contractor will not possess classified information at the cleared facility in performing the contract, enter NONE.
- ITEM 2: Item 2.a is for the contract, GSA schedule number assigned, and BPA number. Item 2.b is ONLY for use by a prime contractor when subcontracting, so you will generally leave this item blank. Item 2.c is for a solicitation number, a BPA order number, or a delivery order number.
- ITEM 3: Item 3.a is the date the form was typed using the YYYYMMDD format (e.g., 19980401). Do not use any punctuation, just numerals. This date remains constant even if a revision is required. Item 3.b is used when a revision is required. Place the Revision number, in consecutive order, and the date the revision was typed. Item 3.c is used only for a Final DD 254.
- ITEM 4: Because this can not be determined until contract award, all solicitation DD 254's will be annotated NO. If the contract is being awarded to the same contractor for the same program, project, or service as the preceding contract, it is a follow-on contract. The contract number of the preceding contract is entered in the space provided following the

phrase "Classified Material received or generated under." This item authorizes the contractor to transfer classified material received and/or generated under the preceding contract to the current contract. The need for the contractor to notify SSC San Diego or SPAWAR of retention of classified material is eliminated until completion of the new contract. It is assumed the contractor will require access to the same information for performance of the follow-on contract as was required for the previous contract.

- ITEM 5: A Final DD 254 is completed 2 years following the end of the contract, provided the classified information has not be transferred to another contract. It requires a request from the contractor to prompt its creation.
- ITEM 6: The name and physical address of the prime contractor is typed in Item 6.a. Item 6.b is the Commercial and Government Entity (CAGE) Code, a unique Code given to each location of a DoD contractor. The CAGE Code is available from Security's COR. The information required for 6.a and 6.b is available directly from the Defense Security Service (DSS) at <http://www.dss.mil/>. Item 6.c is the location of the DSS office that has cognizance over the contractor listed in 6.a. Information on locations may be found in Appendix J of this document. Use the local Field Office address whenever possible.
- ITEM 7: ALWAYS LEAVE BLANK. Only the prime contractor will complete a DD 254 for a subcontractor.
- ITEM 8: If work is performed at an additional site of the prime contractor, then the appropriate name and physical address is typed in Item 8.a. The information required for Items 8.a and 8.b is available directly from the DSS at <http://www.dss.mil/>. Item 8.c is the location of the DSS office that has cognizance over the contractor listed in 8.a. Information on locations may be found in Appendix J of this document. Use the local Field Office address whenever possible.
- ITEM 9: This is a brief, concise, and UNCLASSIFIED description of the procurement action. Generally, the title or subject from the Statement of Work is used.
- ITEM 10: THIS CONTRACT WILL REQUIRE ACCESS TO: Mark these items YES or NO according to the requirements of the contract. An explanation of each item follows this illustration.
- a. COMMUNICATION SECURITY (COMSEC) INFORMATION. COMSEC information includes documentation, accountable or non-accountable equipment, such as a Secure Telephone, COMSEC information, and Controlled Cryptographic Items (CCIs). If accountable COMSEC information will be required at the contractor's facility, the contractor will probably need COMSEC access. An X in the YES box imposes the requirements of the COMSEC Supplement to the NISPOM on the contractor for safeguarding the COMSEC information.

- b. RESTRICTED DATA (RD). All data concerning the design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy, but does not include data declassified or removed from the RD category under the Atomic Energy Act of 1954.
- c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI). A DoD category of weapon data designating TOP SECRET RESTRICTED DATA or SECRET RESTRICTED DATA revealing the theory of operation or design of the components of a thermonuclear or implosion-type fission bomb, warhead, demolition munition, or test device.
- d. FORMERLY RESTRICTED DATA (FRD). Classified information jointly determined by the DoE and the DoD to be related primarily to the military utilization of atomic weapons and removed by the DoE from the RESTRICTED DATA category under the Atomic Energy Act of 1954.
- e. INTELLIGENCE INFORMATION. If you think you will be requiring access to SCI information, check with Code 2017 first. This information is under the jurisdiction and control of the Director of Central Intelligence (DCI) and circulated within the Intelligence Community. If intelligence information is involved, SSC San Diego and SPAWAR are responsible for ensuring the additional security requirements outlined in various DCI directives are incorporated in the guidance provided to the contractor and are tailored to the performance requirements of the contract. The guidance may be included in the contract document itself, in Item 13, or provided under separate cover. The Cognizant Security Office (CSO) does not conduct security inspections for SENSITIVE COMPARTMENTED INFORMATION (SCI), but is responsible for inspection of non-SCI intelligence in the possession of a contractor. If access to SCI is required, Item 10.e(1) and Items 14 and 15 would always be marked YES.
- f. SPECIAL ACCESS INFORMATION. This is a Special Access Program (SAP) that has been approved by the U.S. Government. When this item is marked YES, SSC San Diego and SPAWAR are responsible for providing the contractor with the additional requirements needed to ensure adequate protection of the SAP information involved. The additional security requirements may be included in the contract document itself, in Item 13, or provided under separate cover.
- g. NATO INFORMATION. Information bearing the North Atlantic Treaty Organization (NATO) markings, indicating the information is the property of NATO, access to which is limited to representatives of NATO and its member nations.
- h. FOREIGN GOVERNMENT INFORMATION. This includes any foreign government information **except** NATO. Information that is (1) provided to the U.S. by a foreign government or governments, an international organization of governments, or any element with the expectation, expressed or implied that the information, the source of the information, or both, are to be held in confidence; or (2) produced by the U.S. pursuant to, or as a result of, a joint arrangement with a foreign government or governments, an international organization of governments,

an international organization of governments or any element requiring the information, the arrangement, or both are to be held in confidence.

- i. LIMITED DISSEMINATION INFORMATION (LIMDIS). This refers to restrictive controls established by an original classification authority to emphasize need-to-know protective measures available within the regular security system. Contracts that involve LIMDIS controls do not qualify for carve-out status. The name of the LIMDIS program must be listed in Item 13. Note: There are very few LIMDIS programs remaining. Check with Security's COR before marking YES.
- j. FOR OFFICIAL USE ONLY (FOUO). When marked YES, SSC San Diego and SPAWAR are responsible for providing the contractor with the safeguards and procedures necessary for protection of the information.
- k. OTHER (SPECIFY). Use this item for any other information not included in 10.a through 10.j. Specify the type of information and include any additional remarks needed in Item 13.

NOTE: The access requirements listed above are common situations that occur in classified contracts. If they are not applicable to the contract requirements, indicate NO for all of them, and in Item 10.k, type: "SEE ITEM 13." Include appropriate statements in Item 13.

ITEM 11: PERFORMANCE REQUIREMENTS. These items are marked YES or NO according to the requirements of the contract. An explanation of each item follows this illustration.

- a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY. Note the word ONLY. There will be **NO ACCESS** to classified information at the contractor's facility. The contractor will not be required to have any safeguarding capability at its facility. If 11.a is YES, then 1.a is NONE. You will have to list the specific sites, in Item 13, where access to classified information is approved.
- b. RECEIVE CLASSIFIED DOCUMENTS ONLY. Note the word ONLY. The contractor will receive classified documents, generally for reference purposes, but should not generate them. The classification markings shown on the documents received will provide the necessary classification guidance.
- c. RECEIVE AND GENERATE CLASSIFIED INFORMATION. The contractor is expected to receive and generate classified information, in any form, and will require detailed security classification guidance for performance of the contract. If the YES box is marked, the COR/TR must provide detailed security classification guidance to the contractor. The guidance may be included in Item 13, attached to the DD 254, or forwarded under separate cover. Classification guides available from the Retrieval and Analysis of Navy Classified Information (RANKIN) system are available for review on the [Security Office Information Security Web Site](https://iweb.spawar.navy.mil/services/security/html/infosec.html) at <https://iweb.spawar.navy.mil/services/security/html/infosec.html>.
- d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE. This pertains only if the contractor's need will exceed two cubic feet of storage capability,

approximately the area in a standard drawer of a security container. Include as much information as possible in Item 13 to indicate if Restricted or Closed Areas will be required. How much hardware is involved? How large? How much area will be required for storage? Will classified hardware be furnished to or generated by the contractor? What information makes the hardware classified? Will hardware being generated require classification? At what stage in its production does it become classified? How much classified hardware will be produced or stored by the contractor?

e. PERFORM SERVICES ONLY. YES will require a statement in Item 13 to explain the services and to provide appropriate guidance. Sample statements are given below. For service-type contracts not covered, add any appropriate statement in Item 13 that explains why the contract is a classified access contract and provide guidance, as necessary, to ensure protection of the classified information.

(1) GRAPHIC ARTS SERVICES, add the following statement in Item 13: "11.E REPRODUCTION SERVICES ONLY. CLASSIFICATION MARKINGS ON THE MATERIAL TO BE REPRODUCED WILL PROVIDE THE CLASSIFICATION GUIDANCE NECESSARY FOR PERFORMANCE OF THIS CONTRACT."

(2) ENGINEERING SERVICES, add the following statement in Item 13:

SSC SAN DIEGO - "11.E CONTRACT IS FOR ENGINEERING SERVICES. CLEARED PERSONNEL ARE REQUIRED TO PERFORM THIS SERVICE BECAUSE ACCESS TO CLASSIFIED INFORMATION CAN NOT BE PRECLUDED BY ESCORTING PERSONNEL. ANY CLASSIFICATION GUIDANCE NEEDED WILL BE PROVIDED BY SPAWAR SYSTEMS CENTER, SAN DIEGO."

SPAWAR - "11.E CONTRACT IS FOR ENGINEERING SERVICES. CLEARED PERSONNEL ARE REQUIRED TO PERFORM THIS SERVICE BECAUSE ACCESS TO CLASSIFIED INFORMATION CAN NOT BE PRECLUDED BY ESCORTING PERSONNEL. ANY CLASSIFICATION GUIDANCE NEEDED WILL BE PROVIDED BY SPAWAR SAN DIEGO."

(3) EQUIPMENT MAINTENANCE SERVICES, add the following statement in Item 13:

SSC SAN DIEGO - "11.E CONTRACT IS FOR EQUIPMENT MAINTENANCE SERVICES ON EQUIPMENT THAT PROCESSES CLASSIFIED INFORMATION. ACTUAL KNOWLEDGE OF, GENERATION, OR PRODUCTION OF CLASSIFIED INFORMATION IS NOT REQUIRED FOR PERFORMANCE OF THE CONTRACT. CLEARED PERSONNEL ARE REQUIRED TO PERFORM THIS SERVICE BECAUSE ACCESS TO CLASSIFIED INFORMATION CAN NOT BE PRECLUDED BY ESCORTING PERSONNEL. ANY CLASSIFICATION GUIDANCE NEEDED WILL BE PROVIDED BY SPAWAR SYSTEMS CENTER, SAN DIEGO."

SPAWAR - "11.E CONTRACT IS FOR EQUIPMENT MAINTENANCE SERVICES ON EQUIPMENT THAT PROCESSES CLASSIFIED

INFORMATION. ACTUAL KNOWLEDGE OF, GENERATION, OR PRODUCTION OF CLASSIFIED INFORMATION IS NOT REQUIRED FOR PERFORMANCE OF THE CONTRACT. CLEARED PERSONNEL ARE REQUIRED TO PERFORM THIS SERVICE BECAUSE ACCESS TO CLASSIFIED INFORMATION CAN NOT BE PRECLUDED BY ESCORTING PERSONNEL. ANY CLASSIFICATION GUIDANCE NEEDED WILL BE PROVIDED BY SPAWAR."

- (4) GUARD SERVICES, add the following statement in Item 13: "11.E CONTRACT IS FOR GUARD SERVICES. CLEARED PERSONNEL ARE REQUIRED TO PERFORM THIS SERVICE."
- (5) JANITORIAL SERVICES, add the following statement in Item 13: "11.E CONTRACT IS FOR JANITORIAL SERVICES. CLEARED PERSONNEL ARE REQUIRED TO PERFORM THIS SERVICE. THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) OR TECHNICAL REPRESENTATIVE (TR) WILL SPECIFY WHICH POSITIONS REQUIRE CLEARANCE."
- f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES. At a minimum, the city and country of overseas performance should be listed in Item 13. The name of the command shall be listed, if known. Item 14 may be YES and should be completed if appropriate. Anti-Terrorism/Force Protection briefings are required for all personnel before commencement of foreign travel.
- g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER. DoD operates certain activities to assist individuals and organizations in gaining scientific and technical information (STI) describing planned or ongoing RDT&E efforts of DoD. DTIC is the central point within DoD for acquiring, storing, retrieving, and disseminating STI to support the management and conduct of DoD research, development, engineering, and study programs.
- h. REQUIRE A COMSEC ACCOUNT. If accountable COMSEC information, hardware, or keying material will be provided to the contractor, enter an X in the YES box. If Item 11.h is YES, then Item 10.a **MUST** be YES. If non-accountable COMSEC information is involved, enter an X in the NO box. An example of non-accountable COMSEC would be a Secure Telephone key.
- i. HAVE TEMPEST REQUIREMENTS. TEMPEST requirements are in addition to the requirements of the NISPOM and are required if Item 11.c is marked YES.
- j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS. OPSEC requirements are in addition to the requirements of the NISPOM and cover only UNCLASSIFIED SENSITIVE information. If YES is marked, Item 14 must also be YES and the pertinent contract clauses identified, appropriate information added to Item 13, or the OPSEC requirements attached to the DD 254. The COR/TR is responsible for providing all OPSEC guidance. All questions regarding OPSEC should be directed to Code 2017.

- k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE. This item authorizes the contractor to use the services of DCS. YES requires SSC San Diego to request DCS services from the Commander, Defense Courier Service, ATTN: Operations Division, Fort George G. Meade, MD 20755-5370. Only certain classified information qualifies for shipment by DCS. Contact Security's COR for further information on this process.
- l. OTHER (SPECIFY): Use this item to add any additional performance requirements not covered above. Item 13 should be appropriately annotated to provide any necessary remarks.

NOTE: The performance requirements listed above are common situations that occur in classified contracts. If they are not applicable to the contract requirements, indicate NO for all of them, add in Item 11.l: "SEE ITEM 13" and include appropriate statements in Item 13.

ITEM 12: Always enter an X in the "through" box and type the following address in the space provided. This information is preprinted on the forms:

SSC SAN DIEGO - "COMMANDING OFFICER, SPAWAR SYSTEMS CENTER  
CODE 2003, 53560 HULL STREET, SAN DIEGO, CA 92152-5001."

SPAWAR - "COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS  
COMMAND, 4301 PACIFIC HIGHWAY, CODE 00L, SAN DIEGO, CA 92110-  
3127."

ITEM 13: This is the most important part of the entire DD 254. Also include the following, preprinted on the forms: "**ALL CLASSIFIED INFORMATION MUST BE MARKED IN ACCORDANCE WITH EXECUTIVE ORDER 12958-CLASSIFIED NATIONAL SECURITY INFORMATION, OF 17 APRIL 1995. YOUR DEFENSE SECURITY SERVICE (DSS) INDUSTRIAL SECURITY REPRESENTATIVE (IS REP) SHOULD BE CONTACTED FOR ASSISTANCE.**"

This is where you list your classification guidance and security requirements. Any item in either 10 or 11 that was answered YES, should have the appropriate entry made in Item 13.

In completing this item, ask yourself the following questions:

What guidance will the contractor need to protect the classified information? Is there an existing security classification guide for the program or project? What portion of the guide applies to this contract? All or part? Are there other guides that provide guidance to assist the contractor?

What unique characteristics are involved that need protection? Are there design features that require protection? What breakthroughs would be significant if achieved in an R&D effort? Are there some performance limitations that require protection?

These are merely some of the questions that should be asked when preparing guidance for a contract. Put yourself in the contractor's place and try to determine what guidance

will be needed to properly protect the classified information that will be furnished or generated under the contract.

Each contract is unique in its performance requirements. Do not try to follow a format or clone a generalized DD 254. It should be written specifically and include only information that pertains to the contract for which it is issued. It should not contain references to international agency directives and instructions. If such documents provide guidance applicable to the contract, the pertinent portions should be extracted and provided as attachments. The COR/TR shall provide any and all documents referenced or cited in Item 13 to the contractor, either as attachments or, if classified, forwarded under separate cover. The requirements of the NISPOM or its supplements should not be extracted and included in a DD 254; the NISPOM provides safeguarding requirements and procedures for classified information, not security classification guidance. Security classification guidance provides detailed information that relates what information requires classification, what level of classification to assign, and the downgrading or declassification instructions that apply to the information or material generated by the contractor in the performance of the contract.

If the contract is a Delivery Order type, the following may be used instead of specific classification guidance on the basic contract's DD 254. If this statement is used, a revised DD 254 must be provided for each Delivery Order requiring access to classified information. "APPLICABLE CLASSIFICATION GUIDANCE WILL BE PROVIDED ON A DELIVERY ORDER OR TASK DD 254 BY THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) OR TECHNICAL REPRESENTATIVE (TR)."

- ITEM 14: This item applies any time security requirements imposed on a contractor are in addition to the requirements of the NISPOM or its supplements and is always marked YES. YES in this item requires the command to give the contractor the additional specific guidance. The pre-printed DD 254 is always annotated with the statement "SPECIFIC ON-SITE SECURITY REQUIREMENTS ARE ATTACHED." Attendant costs incurred due to additional security requirements are subject to negotiation by, and reimbursement to, the contractor and are the responsibility of the technical code.
- ITEM 15: This item applies when the CSO is relieved of inspection responsibility in whole or in part. YES requires the command to provide information on the specific areas carved-out and to identify the activity responsible for inspection. A copy of the DD 254 must be provided to the appropriate CSO or to DSS HQ.
- ITEM 16: This item shall contain the name, userid, title, telephone number, address and signature of the command appropriate Security's Contracting Officer's Representative (COR) certifying the security requirements are complete and adequate for performance of the classified effort. This information is preprinted on the DD 254.

ITEM 17: The DD 254 is a contractual document and should be distributed with the contract document to all addressees. It is important that the DD 254 be distributed, at a minimum, to those shown on this item. Type the Contracts and Technical codes that shall receive the DD 254.



## APPENDIX B

### PREPARATION OF A SOLICITATION DD 254

This appendix explains the correct method for completing the DD 254 for a **SOLICITATION ONLY**. The solicitation may include Invitations for Bid (IFB), Requests for Proposal (RFP), Requests for Quotation (RFQ), or other precontract solicitations conducted to select a contractor or determine costs.

Do not delete or alter pre-printed information. USE ONLY ARIAL NARROW, 10 POINT, IN ALL CAPS, WHEN FILLING IN THE BLANKS ON THE DD 254.

- ITEM 1: In Item 1.a enter ONLY the highest level of facility clearance required by the prospective contractor. Use only the words TOP SECRET, SECRET, CONFIDENTIAL, or additionally in Item 1.b NONE.
- ITEM 2: Place an X in Item 2.c ONLY. Make no entries in Items 2.a or 2.b. If the due date of the solicitation is known, make the appropriate entry, using numbers only, in the YYYYMMDD format (e.g., 19980401).
- ITEM 3: Place an X in Item 3.a ONLY and enter the date the DD 254 was typed by using numbers only in the YYYYMMDD format (e.g., 19980401).
- ITEM 4: Place an X in the NO block.
- ITEM 5: Place an X in the NO block.
- ITEM 6.A: Type the following phrase in this space: THIS DD 254 IS FOR SOLICITATION PURPOSES ONLY. A PRIME CONTRACT DD 254 WILL BE PROVIDED UPON CONTRACT AWARD.
- ITEM 7: Leave blank.
- ITEM 8: Leave blank.
- ITEM 9: Enter a brief, concise, and UNCLASSIFIED description of the procurement action. Generally, the title or subject of the from the Statement of Work is typed in Item 9.
- ITEM 10: THIS CONTRACT WILL REQUIRE ACCESS TO: Mark these items YES or NO according to the requirements of the contract. Appendix A provides an explanation of each item.

- a. COMMUNICATION SECURITY (COMSEC) INFORMATION. If YES, type in Item 12: "RELEASE OF COMSEC INFORMATION IS NOT AUTHORIZED." If access to COMSEC is **only** for use of a Secure Telephone, add to Item 13 statement: "COMSEC ACCESS IS ONLY FOR USE OF SECURE TELEPHONE EQUIPMENT." Type in Item 13:
- SSC SAN DIEGO - "10.A FURTHER DISCLOSURE, TO INCLUDE SUBCONTRACTING, OF COMSEC INFORMATION BY A CONTRACTOR REQUIRES PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER SAN DIEGO. ACCESS TO ANY COMSEC INFORMATION REQUIRES SPECIAL BRIEFINGS AT THE CONTRACTOR FACILITY. ACCESS TO CLASSIFIED COMSEC INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."
- SPAWAR - "10.A FURTHER DISCLOSURE, TO INCLUDE SUBCONTRACTING, OF COMSEC INFORMATION BY A CONTRACTOR REQUIRES PRIOR APPROVAL OF SPAWAR. ACCESS TO ANY COMSEC INFORMATION REQUIRES SPECIAL BRIEFINGS AT THE CONTRACTOR FACILITY. ACCESS TO CLASSIFIED COMSEC INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."
- b. RESTRICTED DATA. If YES, type in Item 13: "10.B ACCESS TO RESTRICTED DATA REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."
- c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI). Item 10.b **must** be YES if Item 10.c is YES. If YES, type in Item 13:
- SSC SAN DIEGO - "10.C PERMISSION OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED PRIOR TO SUBCONTRACTING CNWDI. SPECIAL BRIEFINGS AND PROCEDURES ARE ALSO REQUIRED. ACCESS TO CNWDI REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."
- SPAWAR - "10.C PERMISSION OF SPAWAR IS REQUIRED PRIOR TO SUBCONTRACTING CNWDI. SPECIAL BRIEFINGS AND PROCEDURES ARE ALSO REQUIRED. ACCESS TO CNWDI REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."
- d. FORMERLY RESTRICTED DATA. Mark YES if access to FORMERLY RESTRICTED DATA is required.
- e. INTELLIGENCE INFORMATION. If access to SCI is required, Item 10.e(1) and Items 14 and 15 would always be marked YES. If 10.e(1) is YES, type in Item 12 "RELEASE OF SCI INFORMATION IS NOT AUTHORIZED." If you think you will be requiring access to SCI information, check with Code 2017 first.
- If access to non-SCI is required, Item 10.e(2) would be marked YES and Item 15 would be marked NO. If YES, type in Item 13:

SSC SAN DIEGO - "10.E(2) PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED FOR SUBCONTRACTING. ACCESS TO INTELLIGENCE INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

SPAWAR - "10.E(2) PRIOR APPROVAL OF SPAWAR IS REQUIRED FOR SUBCONTRACTING. ACCESS TO INTELLIGENCE INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

Type in Item 14: "INTELLIGENCE REQUIREMENTS ARE ATTACHED." Security's COR will provide the Intelligence attachment.

- f. SPECIAL ACCESS INFORMATION. If YES, type in Item 13:

SSC SAN DIEGO - "10.F PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED FOR SUBCONTRACTING. ACCESS TO SAP INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

SPAWAR - "10.F PRIOR APPROVAL OF SPAWAR IS REQUIRED FOR SUBCONTRACTING. ACCESS TO SAP INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

- g. NATO INFORMATION. If YES, type in Item 13: "10.G ACCESS TO NATO INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL AND SPECIAL BRIEFINGS."

- h. FOREIGN GOVERNMENT INFORMATION. If YES, type in Item 13:

SSC SAN DIEGO - "10.H PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED FOR SUBCONTRACTING. ACCESS TO CLASSIFIED FOREIGN GOVERNMENT INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL. ACCESS IS LIMITED TO INFORMATION FROM (FILL IN COUNTRY(S))."

SPAWAR - "10.H PRIOR APPROVAL OF SPAWAR IS REQUIRED FOR SUBCONTRACTING. ACCESS TO CLASSIFIED FOREIGN GOVERNMENT INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL. ACCESS IS LIMITED TO INFORMATION FROM (FILL IN COUNTRY(S))."

- i. LIMITED DISSEMINATION INFORMATION (LIMDIS). If YES, type in Item 13: "10.I THE SPECIFIC LIMDIS PROJECT(S) REQUIRING ACCESS UNDER THIS CONTRACTS IS (ARE) \_\_\_\_\_."

- j. FOR OFFICIAL USE ONLY (FOUO). If YES, type in Item 14: "FOR OFFICIAL USE ONLY (FOUO) INFORMATION IS ATTACHED." Security's COR will provide the FOUO attachment.

- k. OTHER (SPECIFY). Use this item for any other information not included in 10.a through 10.j. Specify the type of information and include any additional remarks needed in Item 13.

ITEM 11: PERFORMANCE REQUIREMENTS. These items are marked YES or NO according to the requirements of the contract. Appendix A provides an explanation of each item.

- a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY. If YES, type in Item 13:

SSC SAN DIEGO - "11.A CONTRACT PERFORMANCE IS RESTRICTED TO SPAWAR SYSTEMS CENTER, SAN DIEGO, CA (OR APPROPRIATE ADDRESS). SPAWAR SYSTEMS CENTER, SAN DIEGO WILL PROVIDE SECURITY CLASSIFICATION GUIDANCE FOR PERFORMANCE OF THIS CONTRACT."

SPAWAR - "11.A CONTRACT PERFORMANCE IS RESTRICTED TO SPAWAR, SAN DIEGO, CA (OR APPROPRIATE ADDRESS). SPAWAR WILL PROVIDE SECURITY CLASSIFICATION GUIDANCE FOR PERFORMANCE OF THIS CONTRACT."

- b. RECEIVE CLASSIFIED DOCUMENTS ONLY. If YES, type in Item 13: "11.B ANY CLASSIFIED INFORMATION GENERATED IN PERFORMANCE OF THIS CONTRACT SHALL BE MARKED ACCORDING TO E. O. 12958."
- c. RECEIVE AND GENERATE CLASSIFIED INFORMATION. Ensure proper classification guidance is listed in Item 13 and sent to the contractor.
- d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE. If YES, include as much information as possible in Item 13 to indicate if Restricted or Closed Areas will be required. How much hardware is involved? How large? How much area will be required for storage?
- e. PERFORM SERVICES ONLY. YES will require a statement in Item 13 to explain the services and to provide appropriate guidance. Appendix A lists Sample statements.
- f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS, AND TRUST TERRITORIES. If YES, type in Item 13: "ACCESS TO CLASSIFIED U.S. GOVERNMENT INFORMATION MAY BE REQUIRED AT THE FOLLOWING OVERSEAS LOCATIONS: . ANTI-TERRORISM/FORCE PROTECTION BRIEFINGS ARE REQUIRED FOR ALL PERSONNEL PRIOR TO COMMENCEMENT OF FOREIGN TRAVEL. THE BRIEFING IS AVAILABLE ON OUR WEB SITE AT <http://www.spawar.navy.mil/sandiego/security/FP-AT/antiterror.html>." At a minimum, the city and country of overseas performance should be listed in Item 13. The name of the command shall be listed, if known. Item 14 may be YES and should be completed, if appropriate.
- g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER. If YES, type in Item 13: "11.G THE CONTRACTOR IS AUTHORIZED THE USE OF DTIC AND WILL PREPARE AND PROCESS DD FORM 1540 IN

ACCORDANCE WITH THE NISPOM, CHAPTER 11, SECTION 2. THE COR/TR WILL CERTIFY NEED-TO-KNOW TO DTIC.”

- h. REQUIRE A COMSEC ACCOUNT.
- i. HAVE TEMPEST REQUIREMENTS. If YES, type in Item 14: “TEMPEST REQUIREMENTS QUESTIONNAIRE WILL BE PROVIDED UPON CONTRACT AWARD.”
- j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS. If YES is marked, Item 14 must also be YES and the pertinent contract clauses identified, appropriate information added to Item 13, or the OPSEC requirements attached to the DD 254.
- k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE. YES requires SSC San Diego to request DCS services. Only certain classified information qualifies for shipment by DCS. Contact Security’s COR for further information on this process.

NOTE: The performance requirements listed above are common situations that occur in classified contracts. If they are not applicable to the contract requirements, indicate NO for all of them; in Item 11.1, add: “SEE ITEM 13” and include appropriate statements in Item 13.

ITEM 12: Place an X in the “through” box and type in the following address in the space provided:  
SSC SAN DIEGO - “COMMANDING OFFICER, SPAWAR SYSTEMS CENTER  
CODE 2003, 53560 HULL STREET, SAN DIEGO, CA 92152-5001” or  
SPAWAR -“COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS  
COMMAND, 4301 PACIFIC HIGHWAY, CODE 00L, SAN DIEGO, CA 92110-3127.”  
This information is preprinted on the forms.

ITEM 13: This is the most important part of the entire DD 254. Also include the following, preprinted on the forms: “**ALL CLASSIFIED INFORMATION MUST BE MARKED IN ACCORDANCE WITH EXECUTIVE ORDER 12958-CLASSIFIED NATIONAL SECURITY INFORMATION, OF 17 APRIL 1995. YOUR DEFENSE SECURITY SERVICE (DSS) INDUSTRIAL SECURITY REPRESENTATIVE (IS REP) SHOULD BE CONTACTED FOR ASSISTANCE.**”

SSC SAN DIEGO - Add to the bottom of Item 13: “ALL REQUESTS FOR INFORMATION SHOULD BE DIRECTED TO THE CONTRACTING OFFICER, CODE 221, TELEPHONE (619) 553-4462.” For simplified acquisition actions, type: “THE TECHNICAL REPRESENTATIVE (TR) FOR THIS CONTRACT IS (FILL IN THE BLANK), SSC SAN DIEGO CODE (FILL IN THE BLANK), TELEPHONE (619) 553- OR 524- (fill in the blank).”

Preparing security guidance that covers all of the performance requirements of a classified contract is a difficult task.

If the contract is a Delivery Order type, the following may be used instead of specific classification guidance on the basic contract's DD 254. If this statement is used, a revised

DD 254 must be provided for each Delivery Order requiring access to classified information. "APPLICABLE CLASSIFICATION GUIDANCE WILL BE PROVIDED ON A DELIVERY ORDER OR TASK DD 254 BY THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) OR TECHNICAL REPRESENTATIVE (TR)."

- ITEM 14: This item is always marked YES. The pre-printed DD 254 is always annotated with the statement "SPECIFIC ON-SITE SECURITY REQUIREMENTS ARE ATTACHED." Add additional requirements, as necessary, based on your responses to Items 10 and 11.
- ITEM 15: If Item 10.e(1) is YES, the following statement shall be added in this item: "CSO AND INSPECTION AUTHORITY FOR SCI IS DIRECTOR, OFFICE OF NAVAL INTELLIGENCE (523), 4301 SUITLAND ROAD, WASHINGTON, DC 20395, TELEPHONE (301) 763-3012."
- ITEM 16: This item shall contain the name, userid, title, telephone number, address and signature of the command appropriate Security's Contracting Officer's Representative (COR). This information is preprinted on the DD 254.
- ITEM 17: In Item 17.e enter the Contracts code administering your contract. In 17.f, type  
SSC SAN DIEGO - "20353, your required codes."  
SPAWAR - "20355, your required codes."

## APPENDIX C

### PREPARATION OF AN AWARD DD 254

This appendix explains the correct method of completing the DD 254 for the **AWARD ONLY**. The COR/TR shall complete the award DD 254 before the contract has been awarded, to allow sufficient time for careful completion. The bid DD 254 (if one was used), will be a helpful guide in the completion of the award DD 254.

Do not delete or alter pre-printed information. USE ONLY ARIAL NARROW, 10 POINT, IN ALL CAPS, WHEN FILLING IN THE BLANKS ON THE DD 254.

- ITEM 1: In Item 1.a, enter **ONLY** the highest level of facility clearance required by the contractor. This is also the level of personnel clearances you will require for your contract. Use only the words TOP SECRET, SECRET, or CONFIDENTIAL, or in Item 1.b NONE.
- ITEM 2: Place an X in Item 2.a **ONLY**. Make no entries in Items 2.b or 2.c. If the contract number is known, enter the number in Item 2.a. If the contract number is unknown at the time of preparation, Security's COR or Contract Specialist will enter the information before the contract is awarded.
- ITEM 3: Place an X in Item 3.a **ONLY** and enter the date the DD 254 was typed by using numbers only in the YYYYMMDD format (e.g., 19980401).
- ITEM 4: If the contract is being awarded to the same contractor for the same program, project or service as the preceding contract, place an X in the YES box. Type the contract number of the preceding contract in the space provided following the phrase "Classified Material received or generated under." If this is not a follow-on contract, enter an X in the NO box.
- ITEM 5: Place an X in the NO block.
- ITEM 6: Enter the name and address of the contractor in Item 6.a. Enter the contractor's CAGE Code in Item 6.b, if known. Item 6.c is the location of the DSS office that has cognizance over the contractor listed in Item 6.a. Information on locations may be found in Appendix J of this document. Use the local Field Office address whenever possible.
- ITEM 7: Leave blank.

- ITEM 8: If work is being performed at an additional site of the same contractor as specified in Item 6.a, enter the appropriate name and address in Item 8.a, and the CAGE Code in Item 8.b. Security's COR will provide the CAGE Code when contacted. Item 8.c is the location of the DSS office that has cognizance over the contractor listed in Item 8.a. Information on locations may be found in Appendix J of this document. Use the local Field Office address whenever possible.
- ITEM 9: Enter a brief, concise, and unclassified description of the procurement action. Generally, the title or subject from the Statement of Work is typed in Item 9. This should be identical to what was used on the bid DD 254.
- ITEM 10: THIS CONTRACT WILL REQUIRE ACCESS TO: Mark these Items YES or NO according to the requirements of the contract. Appendix A provides an explanation of each item. Unless your needs have changed since the bid package was issued, copy Item 10 from the bid DD 254 contained in the solicitation package.
- a. COMMUNICATION SECURITY (COMSEC) INFORMATION. If YES, type in Item 12: "RELEASE OF COMSEC INFORMATION IS NOT AUTHORIZED." If access to COMSEC is **only** for use of a Secure Telephone, add to Item 13 statement: "COMSEC ACCESS IS ONLY FOR USE OF SECURE TELEPHONE EQUIPMENT." Type in Item 13:
- SSC SAN DIEGO - "10.A FURTHER DISCLOSURE, TO INCLUDE SUBCONTRACTING, OF COMSEC INFORMATION BY A CONTRACTOR REQUIRES PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER, SAN DIEGO. ACCESS TO ANY COMSEC INFORMATION REQUIRES SPECIAL BRIEFINGS AT THE CONTRACTOR FACILITY. ACCESS TO CLASSIFIED COMSEC INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."
- SPAWAR – "10.A FURTHER DISCLOSURE, TO INCLUDE SUBCONTRACTING, OF COMSEC INFORMATION BY A CONTRACTOR REQUIRES PRIOR APPROVAL OF SPAWAR. ACCESS TO ANY COMSEC INFORMATION REQUIRES SPECIAL BRIEFINGS AT THE CONTRACTOR FACILITY. ACCESS TO CLASSIFIED COMSEC INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."
- b. RESTRICTED DATA. If YES, type in Item 13: "10.B ACCESS TO RESTRICTED DATA REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."
- c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI). Item 10.b **must** be YES if Item 10.c is YES. If YES, type in Item 13:
- SSC SAN DIEGO - "10.C PERMISSION OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED PRIOR TO SUBCONTRACTING CNWDI."

SPECIAL BRIEFINGS AND PROCEDURES ARE ALSO REQUIRED. ACCESS TO CNWDI REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

SPAWAR - "10.C PERMISSION OF SPAWAR IS REQUIRED PRIOR TO SUBCONTRACTING CNWDI. SPECIAL BRIEFINGS AND PROCEDURES ARE ALSO REQUIRED. ACCESS TO CNWDI REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

- d. FORMERLY RESTRICTED DATA. Mark YES if access to FORMERLY RESTRICTED DATA is required.
- e. INTELLIGENCE INFORMATION. If access to SCI is required, Item 10.e(1) and Items 14 and 15 would always be marked YES. If 10.e(1) is YES, type in Item 12 "RELEASE OF SCI INFORMATION IS NOT AUTHORIZED." If you think you will be requiring access to SCI information, check with Code 2017 first.

If access to non-SCI is required, Item 10.e(2) would be marked YES and Item 15 would be marked NO. If YES, type in Item 13:

SSC SAN DIEGO - "10.E(2) PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED FOR SUBCONTRACTING. ACCESS TO INTELLIGENCE INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

SPAWAR - "10.E(2) PRIOR APPROVAL OF SPAWAR IS REQUIRED FOR SUBCONTRACTING. ACCESS TO INTELLIGENCE INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

Type in Item 14: "INTELLIGENCE REQUIREMENTS ARE ATTACHED." Security's COR will provide the Intelligence attachment.

- f. SPECIAL ACCESS INFORMATION. If YES, type in Item 13:

SSC SAN DIEGO - "10.F PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED FOR SUBCONTRACTING. ACCESS TO SAP INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

SPAWAR - "10.F PRIOR APPROVAL OF SPAWAR IS REQUIRED FOR SUBCONTRACTING. ACCESS TO SAP INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."
- g. NATO INFORMATION. If YES, type in Item 13: "10.G ACCESS TO NATO INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL AND SPECIAL BRIEFINGS."
- h. FOREIGN GOVERNMENT INFORMATION. If YES, type in Item 13:

SSC SAN DIEGO - "10.H PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED FOR SUBCONTRACTING. ACCESS TO CLASSIFIED FOREIGN GOVERNMENT INFORMATION REQUIRES A FINAL

U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL. ACCESS IS LIMITED TO INFORMATION FROM (FILL IN COUNTRY(S))."

SPAWAR - "10.H PRIOR APPROVAL OF SPAWAR IS REQUIRED FOR SUBCONTRACTING. ACCESS TO CLASSIFIED FOREIGN GOVERNMENT INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL. ACCESS IS LIMITED TO INFORMATION FROM (FILL IN COUNTRY(S))."

- i. LIMITED DISSEMINATION INFORMATION (LIMDIS). If YES, type in Item 13: "10.I THE SPECIFIC LIMDIS PROJECT(S) REQUIRING ACCESS UNDER THIS CONTRACTS IS (ARE) \_\_\_\_\_."
- j. FOR OFFICIAL USE ONLY (FOUO). If YES, type in Item 14: "FOR OFFICIAL USE ONLY (FOUO) INFORMATION IS ATTACHED." Security's COR will provide the FOUO attachment.
- k. OTHER (SPECIFY). Use this item for any other information not included in Items 10.a through 10.j. Specify the type of information and include any additional remarks needed in Item 13.

NOTE: The access requirements listed above are common situations that occur in classified contracts. If they are not applicable to the contract requirements, indicate NO for all of them, and in Item 10.k, type: "SEE ITEM 13." Include appropriate statements in Item 13.

ITEM 11: PERFORMANCE REQUIREMENTS. Mark these items YES or NO according to the requirements of the contract. Appendix A provides an explanation of each item. Unless your needs have changed since the bid package was issued, copy Item 11 from the bid DD 254, contained in the solicitation package, onto your award form.

- a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY. If YES, type in Item 13:

SSC SAN DIEGO - "11.A CONTRACT PERFORMANCE IS RESTRICTED TO SPAWAR SYSTEMS CENTER, SAN DIEGO, CA (OR APPROPRIATE ADDRESS). SPAWAR SYSTEMS CENTER SAN DIEGO WILL PROVIDE SECURITY CLASSIFICATION GUIDANCE FOR PERFORMANCE OF THIS CONTRACT."

SPAWAR - "11.A CONTRACT PERFORMANCE IS RESTRICTED TO SPAWAR, SAN DIEGO, CA (OR APPROPRIATE ADDRESS). SPAWAR WILL PROVIDE SECURITY CLASSIFICATION GUIDANCE FOR PERFORMANCE OF THIS CONTRACT."

- b. RECEIVE CLASSIFIED DOCUMENTS ONLY. If YES, type in Item 13: "11.B ANY CLASSIFIED INFORMATION GENERATED IN PERFORMANCE OF THIS CONTRACT SHALL BE MARKED ACCORDING TO E. O. 12958."
- c. RECEIVE AND GENERATE CLASSIFIED INFORMATION. Ensure proper classification guidance is listed in Item 13 and sent to the contractor.

- d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE. If YES, include as much information as possible in Item 13 to indicate if Restricted or Closed Areas will be required. How much hardware is involved? How large? How much area will be required for storage?
- e. PERFORM SERVICES ONLY. YES requires a statement in Item 13 to explain the services and to provide appropriate guidance. Appendix A lists sample statements.
- f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES. If YES, type in Item 13: "ACCESS TO CLASSIFIED U.S. GOVERNMENT INFORMATION MAY BE REQUIRED AT THE FOLLOWING OVERSEAS LOCATIONS: ANTI-TERRORISM/FORCE PROTECTION BRIEFINGS ARE REQUIRED FOR ALL PERSONNEL PRIOR TO COMMENCEMENT OF FOREIGN TRAVEL. THE BRIEFING IS AVAILABLE ON OUR WEB SITE AT <http://www.spawar.navy.mil/sandiego/security/FP-AT/antiterror.html>." AT A MINIMUM, THE CITY AND COUNTRY OF OVERSEAS PERFORMANCE SHOULD BE LISTED IN ITEM 13. ITEM 14 MAY BE YES AND SHALL BE COMPLETED IF APPROPRIATE.
- g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER. If YES, type in Item 13: "11.G THE CONTRACTOR IS AUTHORIZED THE USE OF DTIC AND WILL PREPARE AND PROCESS DD FORM 1540 IN ACCORDANCE WITH THE NISPOM, CHAPTER 11, SECTION 2. THE COR/TR WILL CERTIFY NEED-TO-KNOW TO DTIC."
- h. REQUIRE A COMSEC ACCOUNT.
- i. HAVE TEMPEST REQUIREMENTS. If YES type in Item 14: "TEMPEST REQUIREMENTS QUESTIONNAIRE IS ATTACHED AND MAY BE PASSED TO SUBCONTRACTORS." Security's COR will attach the questionnaire to the DD 254.
- j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS (DCS). If YES is marked, Item 14 must also be YES and the pertinent contract clauses identified, appropriate information added to Item 13, or the OPSEC requirements attached to the DD 254.
- k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE. YES requires SSC San Diego to request DCS services. Only certain classified information qualifies for shipment by DCS. Contact Security's COR for further information on this process.
- l. OTHER (SPECIFY): Use this item to add any additional performance requirements not covered above. Item 13 should be appropriately annotated to provide any necessary remarks.

NOTE: The performance requirements listed above are common situations that occur in classified contracts. If they are not applicable to the contract requirements, indicate NO

for all of them, add in Item 11.i: "SEE ITEM 13" and include appropriate statements in Item 13.

ITEM 12: Place an X in the "through" box and type in the following address in the space provided:

SSC SAN DIEGO - "COMMANDING OFFICER, SPAWAR SYSTEMS CENTER,  
CODE 2003, 53560 HULL STREET, SAN DIEGO, CA 92152-5001" or

SPAWAR -"COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS  
COMMAND, 4301 PACIFIC HIGHWAY 00L, SAN DIEGO, CA 92110-3127."

This information is preprinted on the forms.

ITEM 13: This is the most important part of the entire DD 254. Include the following, preprinted on the forms: "**ALL CLASSIFIED INFORMATION MUST BE MARKED IN ACCORDANCE WITH EXECUTIVE ORDER 12958—CLASSIFIED NATIONAL SECURITY INFORMATION, OF 17 APRIL 1995. YOUR DEFENSE SECURITY SERVICE (DSS) INDUSTRIAL SECURITY REPRESENTATIVE (IS REP) SHOULD BE CONTACTED FOR ASSISTANCE.**"

Add to the bottom of Item 13, for Completion and Delivery Order type contracts, "THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) IS \_\_\_\_\_, CODE \_\_\_\_\_, TELEPHONE (619) \_\_\_\_\_."

For simplified acquisition actions, type: "THE TECHNICAL REPRESENTATIVE (TR) FOR THIS CONTRACT IS \_\_\_\_\_, CODE \_\_\_\_\_, TELEPHONE (619) 553- OR 524- \_\_\_\_\_."

If the contract is a Delivery Order type, the following may be used instead of specific classification guidance on the basic contract's DD 254. If this statement is used, a revised DD 254 must be provided for each Delivery Order requiring access to classified information. "APPLICABLE CLASSIFICATION GUIDANCE WILL BE PROVIDED FOR EACH DELIVERY ORDER OR TASK BY THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) OR TECHNICAL REPRESENTATIVE (TR)."

ITEM 14: This item is always marked YES. The pre-printed DD 254 is always annotated with the statement "SPECIFIC ON-SITE SECURITY REQUIREMENTS ARE ATTACHED." Add additional requirements as necessary based on your responses to Items 10 and 11.

ITEM 15: If YES, the following statement shall be added in this item: "CSO AND INSPECTION AUTHORITY FOR SCI IS DIRECTOR, OFFICE OF NAVAL INTELLIGENCE (523), 4301 SUITLAND ROAD, WASHINGTON, DC 20395, TELEPHONE (301) 763-3012."

ITEM 16: This item shall contain the name, userid, title, telephone number, address and signature of the Security's Contracting Officer's Representative (COR). This information is preprinted on the DD 254.

ITEM 17: In Item 17.e enter the Contracts code administering your contract. In 17.f, type

SSC SAN DIEGO - "20353, your required codes."

SPAWAR – "20355, your required codes."



## APPENDIX D

### PREPARATION OF A DELIVERY ORDER DD 254

A Delivery Order (D. O.) DD 254 will be completed when the DD 254 in the basic contract does not meet the security requirements for your D. O. If your basic contract has the statement, "A REVISED DD 254 WILL BE PROVIDED FOR EACH DELIVERY ORDER OR TASK," you must complete a revised DD 254 for each D. O. or Task requiring access to classified information.

Do not delete or alter pre-printed information. USE ONLY ARIAL NARROW, 10 POINT, IN ALL CAPS, WHEN FILLING IN THE BLANKS ON THE DD 254.

- ITEM 1: In Item 1.a, enter ONLY the highest level of facility clearance required by the prospective contractor. Use only the words TOP SECRET, SECRET, CONFIDENTIAL, or additionally in Item 1.b, NONE.
- ITEM 2: Place an X in Item 2.a and enter the basic contract number. Make no entries in Item 2.b. Place an X in Item 2.c and enter the Delivery Order Number.
- ITEM 3: In Item 3.a, enter the date the original DD 254 was typed. Place an X in Item 3.b, enter the next consecutive Revision Number and type the date, using numbers only, in the YYYYMMDD format (e.g., 19980401).
- ITEM 4: Copy the information from the basic contract DD 254.
- ITEM 5: Place an X in the NO block.
- ITEM 6: Copy the information from the basic contract DD 254.
- ITEM 7: Leave blank.
- ITEM 8: If work is performed at an additional site of the same contractor listed in Item 6.a, enter the appropriate name and address in Item 8.a and the CAGE Code in Item 8.b. Security's COR will provide the CAGE Code when contacted. Item 8.c is the location of the DSS office that has cognizance over the contractor listed in Item 8.a. Information on locations may be found in Appendix J of this document. Use the local Field Office address whenever possible.

ITEM 9: Enter a brief, concise, and UNCLASSIFIED description of the procurement action. Generally, the title or subject of the from the Statement of Work is typed in Item 9.

ITEM 10: THIS CONTRACT WILL REQUIRE ACCESS TO: Mark YES or NO according to the requirements of the D. O. You may not exceed the requirements of the basic DD 254. Appendix A provides an explanation of each item.

- a. COMMUNICATION SECURITY (COMSEC) INFORMATION. If YES, type in Item 12: "RELEASE OF COMSEC INFORMATION IS NOT AUTHORIZED." If access to COMSEC is **only** for use of a Secure Telephone, add to Item 13 statement: "COMSEC ACCESS IS ONLY FOR USE OF SECURE TELEPHONE EQUIPMENT."

Type in Item 13:

SSC SAN DIEGO - "10.A FURTHER DISCLOSURE, TO INCLUDE SUBCONTRACTING, OF COMSEC INFORMATION BY A CONTRACTOR REQUIRES PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER, SAN DIEGO. ACCESS TO ANY COMSEC INFORMATION REQUIRES SPECIAL BRIEFINGS AT THE CONTRACTOR FACILITY. ACCESS TO CLASSIFIED COMSEC INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

SPAWAR - "10.A FURTHER DISCLOSURE, TO INCLUDE SUBCONTRACTING, OF COMSEC INFORMATION BY A CONTRACTOR REQUIRES PRIOR APPROVAL OF SPAWAR. ACCESS TO ANY COMSEC INFORMATION REQUIRES SPECIAL BRIEFINGS AT THE CONTRACTOR FACILITY. ACCESS TO CLASSIFIED COMSEC INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

- b. RESTRICTED DATA. If YES, type in Item 13: "10.B ACCESS TO RESTRICTED DATA REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."
- c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI). Item 10.b must be YES if item 10.c is YES. If YES, type in Item 13:

SSC SAN DIEGO - "10.C PERMISSION OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED PRIOR TO SUBCONTRACTING CNWDI. SPECIAL BRIEFINGS AND PROCEDURES ARE ALSO REQUIRED. ACCESS TO CNWDI REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

SPAWAR - "10.C PERMISSION OF SPAWAR IS REQUIRED PRIOR TO SUBCONTRACTING CNWDI. SPECIAL BRIEFINGS AND PROCEDURES ARE ALSO REQUIRED. ACCESS TO CNWDI REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

- d. FORMERLY RESTRICTED DATA. Mark YES if access to FORMERLY RESTRICTED DATA is required.
- e. INTELLIGENCE INFORMATION. If access to SCI is required, Item 10.e(1) and Items 14 and 15 would always be marked YES. If 10.e(1) is YES, type in Item 12 "RELEASE OF SCI INFORMATION IS NOT AUTHORIZED." If you think you will be requiring access to SCI information, check with Code 2017 first.

If access to non-SCI is required, Item 10.e(2) would be marked YES and Item 15 would be marked NO. If YES, type in Item 13:

SSC SAN DIEGO - "10.E(2) PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED FOR SUBCONTRACTING. ACCESS TO INTELLIGENCE INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

SPAWAR - "10.E(2) PRIOR APPROVAL OF SPAWAR IS REQUIRED FOR SUBCONTRACTING. ACCESS TO INTELLIGENCE INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

Type in Item 14: "INTELLIGENCE REQUIREMENTS ARE ATTACHED." Security's COR will provide the Intelligence attachment.

- f. SPECIAL ACCESS INFORMATION. If YES, type in Item 13:

SSC SAN DIEGO - "10.F PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED FOR SUBCONTRACTING. ACCESS TO SAP INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

SPAWAR - "10.F PRIOR APPROVAL OF SPAWAR IS REQUIRED FOR SUBCONTRACTING. ACCESS TO SAP INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

- g. NATO INFORMATION. If YES, type in Item 13: "10.G ACCESS TO NATO INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL AND SPECIAL BRIEFINGS."

- h. FOREIGN GOVERNMENT INFORMATION. If YES, type in Item 13:

SSC SAN DIEGO - "10.H PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER IS REQUIRED FOR SUBCONTRACTING. ACCESS TO CLASSIFIED FOREIGN GOVERNMENT INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL. ACCESS IS LIMITED TO INFORMATION FROM (FILL IN COUNTRY(S))."

SPAWAR - "10.H PRIOR APPROVAL OF SPAWAR IS REQUIRED FOR SUBCONTRACTING. ACCESS TO CLASSIFIED FOREIGN GOVERNMENT INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL. ACCESS IS LIMITED TO INFORMATION FROM (FILL IN COUNTRY(S))."

- i. LIMITED DISSEMINATION INFORMATION (LIMDIS). If YES, type in Item 13: "10.I THE SPECIFIC LIMDIS PROJECT(S) REQUIRING ACCESS UNDER THIS CONTRACTS IS (ARE) \_\_\_\_\_."
- j. FOR OFFICIAL USE ONLY (FOUO). If YES, type in Item 14: "FOR OFFICIAL USE ONLY (FOUO) INFORMATION IS ATTACHED." Security's COR will provide the FOUO attachment.
- k. OTHER (SPECIFY). Use this item for any other information not included in Items 10.a through 10.j. Specify the type of information and include any additional remarks needed in Item 13.

ITEM 11: PERFORMANCE REQUIREMENTS. Mark YES or NO according to the requirements of the delivery order. Appendix A provides an explanation of each item.

- a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY. If YES, type in Item 13:  
 SSC SAN DIEGO - "11.A CONTRACT PERFORMANCE IS RESTRICTED TO SPAWAR SYSTEMS CENTER, SAN DIEGO, CA (OR APPROPRIATE ADDRESS). SPAWAR SYSTEMS CENTER SAN DIEGO WILL PROVIDE SECURITY CLASSIFICATION GUIDANCE FOR PERFORMANCE OF THIS CONTRACT."  
 SPAWAR - "11.A CONTRACT PERFORMANCE IS RESTRICTED TO SPAWAR, SAN DIEGO, CA (OR APPROPRIATE ADDRESS). SPAWAR WILL PROVIDE SECURITY CLASSIFICATION GUIDANCE FOR PERFORMANCE OF THIS CONTRACT."
- b. RECEIVE CLASSIFIED DOCUMENTS ONLY. If YES, type in Item 13: "11.B ANY CLASSIFIED INFORMATION GENERATED IN PERFORMANCE OF THIS CONTRACT SHALL BE MARKED ACCORDING TO E. O. 12958."
- c. RECEIVE AND GENERATE CLASSIFIED INFORMATION. Ensure proper classification guidance is listed in Item 13 and sent to the contractor.
- d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE. If YES, include as much information as possible in Item 13 to indicate if Restricted or Closed Areas will be required. How much hardware is involved? How large? How much area will be required for storage?
- e. PERFORM SERVICES ONLY. YES will require a statement in Item 13 to explain the services and to provide appropriate guidance. Appendix A lists sample statements.
- f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES. If YES, type in Item 13: "ACCESS TO CLASSIFIED U.S. GOVERNMENT INFORMATION MAY BE REQUIRED AT THE FOLLOWING OVERSEAS LOCATIONS: . ANTI-TERRORISM/FORCE PROTECTION BRIEFINGS ARE REQUIRED FOR

ALL PERSONNEL PRIOR TO COMMENCEMENT OF FOREIGN TRAVEL. THE BRIEFING IS AVAILABLE ON OUR WEB SITE AT <http://www.spawar.navy.mil/sandiego/security/FP-AT/antiterror.html>." AT A MINIMUM, THE CITY AND COUNTRY OF OVERSEAS PERFORMANCE SHALL BE LISTED IN ITEM 13. ITEM 14 MAY BE YES AND SHOULD BE COMPLETED, IF APPROPRIATE.

- g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER. If YES, type in Item 13: "11.G THE CONTRACTOR IS AUTHORIZED THE USE OF DTIC AND WILL PREPARE AND PROCESS DD FORM 1540 IN ACCORDANCE WITH THE NISPOM, CHAPTER 11, SECTION 2. THE COR/TR WILL CERTIFY NEED-TO-KNOW TO DTIC."
- h. REQUIRE A COMSEC ACCOUNT.
- i. HAVE TEMPEST REQUIREMENTS. If YES, type in Item 14: "TEMPEST REQUIREMENTS QUESTIONNAIRE WILL BE PROVIDED UPON CONTRACT AWARD." Security's COR will attach the questionnaire to the DD 254.
- j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS (DCS). If YES is marked, Item 14 must also be YES and the pertinent contract clauses identified, appropriate information added to Item 13, or the OPSEC requirements attached to the DD 254.
- k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE. YES requires SSC San Diego to request DCS services from the Commander, Defense Courier Service, ATTN: Operations Division, Fort George G. Meade, MD 20755-5370. Only certain classified information qualifies for shipment by DCS. Contact Security's COR for further information on this process.

NOTE: The performance requirements listed above are common situations that occur in classified contracts. If they are not applicable to the contract requirements, indicate NO for all of them; in Item 11.l, add: "SEE ITEM 13" and include appropriate statements in Item 13.

ITEM 12: Place an X in the "through" box and type in the following address in the space provided:  
SSC SAN DIEGO - "COMMANDING OFFICER, SPAWAR SYSTEMS CENTER,  
SAN DIEGO CODE 2003, 53560 HULL STREET, SAN DIEGO, CA 92152-5001" or  
SPAWAR -"COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS  
COMMAND, 4301 PACIFIC HIGHWAY 00L, SAN DIEGO, CA 92110-3127."

This information is preprinted on the forms.

ITEM 13: This is the most important part of the entire DD 254. Include the following, preprinted on the forms: "**ALL CLASSIFIED INFORMATION MUST BE MARKED IN ACCORDANCE WITH EXECUTIVE ORDER 12958-CLASSIFIED NATIONAL SECURITY INFORMATION, OF 17 APRIL 1995. YOUR**

**DEFENSE SECURITY SERVICE (DSS) INDUSTRIAL SECURITY REPRESENTATIVE (IS REP) SHOULD BE CONTACTED FOR ASSISTANCE.”**

Add to the bottom of Item 13, for Completion and Delivery Order type contracts, “THE TECHNICAL REPRESENTATIVE (TR) IS \_\_\_\_\_, CODE \_\_\_\_\_, TELEPHONE (619) \_\_\_\_\_.”

ITEM 14: This item is always marked YES. The pre-printed DD 254 is always annotated with the statement “SPECIFIC ON-SITE SECURITY REQUIREMENTS ARE ATTACHED.” Add additional requirements as necessary based on your responses to Items 10 and 11.

ITEM 15: If Item 10.e(1) is YES, the following statement shall be added in this item: “CSO AND INSPECTION AUTHORITY FOR SCI IS DIRECTOR, OFFICE OF NAVAL INTELLIGENCE (523), 4301 SUITLAND ROAD, WASHINGTON, DC 20395, TELEPHONE (301) 763-3012.”

ITEM 16: This item shall contain the name, userid, title, telephone number, address and signature of Security’s Contracting Officer’s Representative (COR). This information is preprinted on the DD 254.

ITEM 17: In Item 17.e enter the Contracts code administering your contract. In 17.f, type SSC SAN DIEGO - “20353, your required codes.” SPAWAR – “20355, your required codes.”



## APPENDIX E

### PREPARATION OF A BLANKET PURCHASE AGREEMENT (BPA) DD 254

A DD 254 will be completed when you are placing an order, requiring classified access, against a **BLANKET PURCHASE AGREEMENT (BPA)**.

Do not delete or alter pre-printed information. USE ONLY ARIAL NARROW, 10 POINT, IN ALL CAPS, WHEN FILLING IN THE BLANKS ON THE DD 254.

- ITEM 1: In Item 1.a enter ONLY the highest level of facility clearance required by the prospective contractor. Use only the words TOP SECRET, SECRET, CONFIDENTIAL, or additionally in Item 1.b, NONE.
- ITEM 2: Place an X in Item 2.a and enter the GSA Schedule number (e.g., GS-35F-XXXX) and the BPA number (N66001-99-F-XXXX). Place an X in Item 2.c and enter the Order Number (e.g., N66001-00-F-XXXX), if known. Make no entries in Item 2.b.
- ITEM 3: Place an X in Item 3.a ONLY and enter the date the DD 254 was typed by using numbers only in the YYYYMMDD format (e.g., 19980401).
- ITEM 4: If the order awarded is to a contractor for the same program, project, or service as a previous contract, place an X in the YES box. Then type the contract number of the previous contract in the space provided following the phrase "Classified Material received or generated under." If this is not a follow-on contract, enter an X in the NO box.
- ITEM 5: Place an X in the NO block.
- ITEM 6: Enter the name and address of the contractor in Item 6.a, who was awarded the basic BPA. Enter the contractor's CAGE Code in Item 6.b, if known. Item 6.c is the location of the DSS office that has cognizance over the contractor listed in Item 6.a. Information on locations may be found in Appendix J of this document. Use the local Field Office address whenever possible.
- ITEM 7: Leave blank.
- ITEM 8: If work is being performed at an additional site of the same contractor as specified in Item 6.a, enter the appropriate name and address in Item 8.a and the CAGE Code in Item 8.b. Security's COR will provide the CAGE Code when contacted. Item 8.c is the

location of the DSS office that has cognizance over the contractor listed in Item 8.a. Information on locations may be found in Appendix J of this document. Use the local Field Office address whenever possible.

ITEM 9: Enter a brief, concise, and UNCLASSIFIED description of the procurement action. Generally, the title or subject of the from the Statement of Work is typed in Item 9.

ITEM 10: THIS CONTRACT WILL REQUIRE ACCESS TO: Mark YES or NO according to the requirements of the order. Appendix A provides an explanation of each item.

a. COMMUNICATION SECURITY (COMSEC) INFORMATION. If YES, type in Item 12: "RELEASE OF COMSEC INFORMATION IS NOT AUTHORIZED." Type in Item 13:

SSC SAN DIEGO - "10.A FURTHER DISCLOSURE, TO INCLUDE SUBCONTRACTING, OF COMSEC INFORMATION BY A CONTRACTOR REQUIRES PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER, SAN DIEGO. ACCESS TO ANY COMSEC INFORMATION REQUIRES SPECIAL BRIEFINGS AT THE CONTRACTOR FACILITY. ACCESS TO CLASSIFIED COMSEC INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

SPAWAR – "10.A FURTHER DISCLOSURE, TO INCLUDE SUBCONTRACTING OF COMSEC INFORMATION BY A CONTRACTOR REQUIRES PRIOR APPROVAL OF SPAWAR. ACCESS TO ANY COMSEC INFORMATION REQUIRES SPECIAL BRIEFINGS AT THE CONTRACTOR FACILITY. ACCESS TO CLASSIFIED COMSEC INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

If access to COMSEC is **only** for use of a Secure Telephone, add to Item 13 the statement: "COMSEC ACCESS IS ONLY FOR USE OF SECURE TELEPHONE EQUIPMENT."

b. RESTRICTED DATA. RESTRICTED DATA. If YES, type in Item 13: "10.B ACCESS TO RESTRICTED DATA REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI). Item 10.b **must** be YES if item 10.c is YES. Type in Item 13:

SSC SAN DIEGO - "10.C PERMISSION OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED PRIOR TO SUBCONTRACTING CNWDI. SPECIAL BRIEFINGS AND PROCEDURES ARE ALSO REQUIRED. ACCESS TO CNWDI REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

SPAWAR - "10.C PERMISSION OF SPAWAR IS REQUIRED PRIOR TO SUBCONTRACTING CNWDI. SPECIAL BRIEFINGS AND PROCEDURES ARE ALSO REQUIRED. ACCESS TO CNWDI REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

- d. FORMERLY RESTRICTED DATA. Mark YES if access to FORMERLY RESTRICTED DATA is required.
- e. INTELLIGENCE INFORMATION. If access to SCI is required, Item 10.e(1) and Items 14 and 15 would always be marked YES. If 10.e(1) is YES, type in Item 12 "RELEASE OF SCI INFORMATION IS NOT AUTHORIZED." If you think you will be requiring access to SCI information, check with Code 2017 first.

If access to non-SCI is required, Item 10.e(2) would be marked YES and Item 15 would be marked NO. If YES, type in Item 13:

SSC SAN DIEGO - "10.E(2) PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED FOR SUBCONTRACTING. ACCESS TO INTELLIGENCE INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

SPAWAR - "10.E(2) PRIOR APPROVAL OF SPAWAR IS REQUIRED FOR SUBCONTRACTING. ACCESS TO INTELLIGENCE INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

Type in Item 14: "INTELLIGENCE REQUIREMENTS ARE ATTACHED." Security's COR will provide the Intelligence attachment.

- f. SPECIAL ACCESS INFORMATION. If YES, type in Item 13:

SSC SAN DIEGO - "10.F PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER, SAN DIEGO IS REQUIRED FOR SUBCONTRACTING. ACCESS TO SAP INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."

SPAWAR - "10.F PRIOR APPROVAL OF SPAWAR IS REQUIRED FOR SUBCONTRACTING. ACCESS TO SAP INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL."
- g. NATO INFORMATION. This means that information/documents belong to and are circulated by the North Atlantic Treaty Organization (NATO). If YES, type in Item 13: "10.G ACCESS TO NATO INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL AND SPECIAL BRIEFINGS."
- h. FOREIGN GOVERNMENT INFORMATION. This includes any foreign government information **except** NATO. If YES, type in Item 13:

SSC SAN DIEGO - "10.H PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER IS REQUIRED FOR SUBCONTRACTING. ACCESS TO CLASSIFIED FOREIGN GOVERNMENT INFORMATION REQUIRES A FINAL U.S.

GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL. ACCESS IS LIMITED TO INFORMATION FROM (FILL IN COUNTRY(S))."

SPAWAR - "10.H PRIOR APPROVAL OF SPAWAR IS REQUIRED FOR SUBCONTRACTING. ACCESS TO CLASSIFIED FOREIGN GOVERNMENT INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL. ACCESS IS LIMITED TO INFORMATION FROM (FILL IN COUNTRY(S))."

- i. LIMITED DISSEMINATION INFORMATION (LIMDIS). If YES, type in Item 13: "10.I THE SPECIFIC LIMDIS PROJECT(S) REQUIRING ACCESS UNDER THIS CONTRACTS IS (ARE) \_\_\_\_\_."
- j. FOR OFFICIAL USE ONLY (FOUO). If YES, type in Item 14: "FOR OFFICIAL USE ONLY (FOUO) INFORMATION IS ATTACHED." Security's COR will provide the FOUO attachment.
- k. OTHER (SPECIFY). Use this item for any other information not included in Items 10.a through 10.j. Specify the type of information and include any additional remarks needed in Item 13.

ITEM 11: PERFORMANCE REQUIREMENTS. Mark these items YES or NO according to the requirements of this order. Appendix A provides an explanation of each item.

- a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY. If YES, type in Item 13:

SSC SAN DIEGO - "11.A CONTRACT PERFORMANCE IS RESTRICTED TO SPAWAR SYSTEMS CENTER, SAN DIEGO, CA (OR APPROPRIATE ADDRESS). SPAWAR SYSTEMS CENTER SAN DIEGO WILL PROVIDE SECURITY CLASSIFICATION GUIDANCE FOR PERFORMANCE OF THIS CONTRACT."

SPAWAR - "11.A CONTRACT PERFORMANCE IS RESTRICTED TO SPAWAR, SAN DIEGO, CA (OR APPROPRIATE ADDRESS). SPAWAR WILL PROVIDE SECURITY CLASSIFICATION GUIDANCE FOR PERFORMANCE OF THIS CONTRACT."

- b. RECEIVE CLASSIFIED DOCUMENTS ONLY. If YES, type in Item 13: "11.B ANY CLASSIFIED INFORMATION GENERATED IN PERFORMANCE OF THIS CONTRACT SHALL BE MARKED ACCORDING TO E. O. 12958."
- e. RECEIVE AND GENERATE CLASSIFIED INFORMATION. Ensure proper classification guidance is listed in Item 13 and sent to the contractor.
- d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE. If YES, include as much information as possible in Item 13 to indicate if Restricted or Closed Areas will be required. How much hardware is involved? How large? How much area will be required for storage?

- e. PERFORM SERVICES ONLY. YES will require a statement in Item 13 to explain the services and to provide appropriate guidance. Appendix A lists sample statements.
- f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES. If YES, type in Item 13: "ACCESS TO CLASSIFIED U.S. GOVERNMENT INFORMATION MAY BE REQUIRED AT THE FOLLOWING OVERSEAS LOCATIONS: . ANTI-TERRORISM/FORCE PROTECTION BRIEFINGS ARE REQUIRED FOR ALL PERSONNEL PRIOR TO COMMENCEMENT OF FOREIGN TRAVEL. THE BRIEFING IS AVAILABLE ON OUR WEB SITE AT <http://www.spawar.navy.mil/sandiego/security/FP-AT/antiterror.html>." AT A MINIMUM, THE CITY AND COUNTRY OF OVERSEAS PERFORMANCE SHALL BE LISTED IN ITEM 13. ITEM 14 MAY BE YES AND SHOULD BE COMPLETED, IF APPROPRIATE.
- g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER. If YES, type in Item 13: "11.G THE CONTRACTOR IS AUTHORIZED THE USE OF DTIC AND WILL PREPARE AND PROCESS DD FORM 1540 IN ACCORDANCE WITH THE NISPOM, CHAPTER 11, SECTION 2. THE TR WILL CERTIFY NEED-TO-KNOW TO DTIC."
- h. REQUIRE A COMSEC ACCOUNT.
- i. HAVE TEMPEST REQUIREMENTS. If YES, type in Item 14: "TEMPEST REQUIREMENTS QUESTIONNAIRE WILL BE PROVIDED UPON CONTRACT AWARD." Security's COR will attach the questionnaire to the DD 254.
- j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS (DCS). If YES is marked, Item 14 must also be YES and the pertinent contract clauses identified, appropriate information added to Item 13, or the OPSEC requirements attached to the DD 254.
- k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE. This item authorizes the contractor to use the services of DCS. YES requires SSC San Diego to request DCS services from the Commander, Defense Courier Service, ATTN: Operations Division, Fort George G. Meade, MD 20755-5370. Only certain classified information qualifies for shipment by DCS. Contact Security's COR for further information on this process.
- l. OTHER (SPECIFY): Use this item to add any additional performance requirements not covered above. Item 13 should be appropriately annotated to provide any necessary remarks.

NOTE: The performance requirements listed above are common situations that occur in classified contracts. If they are not applicable to the contract requirements, indicate NO for all of them; in Item 11.1, add: "SEE ITEM 13" and include appropriate statements in Item 13.

- ITEM 12: Place an X in the "through" box and type in the following address in the space provided:  
SSC SAN DIEGO - "COMMANDING OFFICER, SPAWAR SYSTEMS CENTER,  
SAN DIEGO CODE 2003, 53560 HULL STREET, SAN DIEGO, CA 92152-5001" or  
SPAWAR -"COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS  
COMMAND, 4301 PACIFIC HIGHWAY 00L, SAN DIEGO, CA 92110-3127."  
This information is preprinted on the forms.
- ITEM 13: This is the most important part of the entire DD 254. Include the following,  
preprinted on the forms: "**ALL CLASSIFIED INFORMATION MUST BE  
MARKED IN ACCORDANCE WITH EXECUTIVE ORDER 12958-  
CLASSIFIED NATIONAL SECURITY INFORMATION, OF 17 APRIL 1995.  
YOUR DEFENSE SECURITY SERVICE (DSS) INDUSTRIAL SECURITY  
REPRESENTATIVE (IS REP) SHOULD BE CONTACTED FOR  
ASSISTANCE.**"  
Add to the bottom of Item 13, for Completion and Delivery Order type contracts,  
"THE TECHNICAL REPRESENTATIVE (TR) IS \_\_\_\_\_, CODE \_\_\_\_\_,  
TELEPHONE (619) \_\_\_\_\_."
- ITEM 14: This item is always marked YES. The pre-printed DD 254 is always annotated with the  
statement "SPECIFIC ON-SITE SECURITY REQUIREMENTS ARE ATTACHED."  
Add additional requirements, as necessary, based on your responses to Items 10 and 11.
- ITEM 15: If Item 10.e(1) is YES, the following statement shall be added in this item: "CSO AND  
INSPECTION AUTHORITY FOR SCI IS DIRECTOR, OFFICE OF NAVAL  
INTELLIGENCE (523), 4301 SUITLAND ROAD, WASHINGTON, DC 20395,  
TELEPHONE (301) 763-3012."
- ITEM 16: This item shall contain the name, userid, title, telephone number, address, and signature  
of the appropriate Security's Contracting Officer's Representative (COR). This  
information is preprinted on the DD 254.
- ITEM 17: In Item 17.e, enter the Contracts code administering your contract. In Item 17.f, type  
SSC SAN DIEGO - "20353, your required codes."  
SPAWAR - "20355, your required codes."



## APPENDIX F

### PREPARATION OF A FINAL DD 254

This appendix explains the correct method for completing a **FINAL** DD 254. A final DD 254 is not required until, and unless, the contractor requests an extension of retention authority and is granted the extension. The extension follows an automatically authorized 2-year retention period. Upon receipt of a request from the contractor for document retention on an expiring contract, the final DD 254 will be prepared by the Contracting Officer's Representative (COR)/Technical Representative (TR) and approved by Security's Contracting Officer's Representative (COR).

Do not delete or alter pre-printed information unless instructed to do so. USE ONLY ARIAL NARROW, 10 POINT, IN ALL CAPS, WHEN FILLING IN THE BLANKS ON THE DD 254.

- ITEM 1: In Item 1.a enter **ONLY** the highest level of facility clearance required by the contractor to retain the requested documentation. Use only the words TOP SECRET, SECRET, or CONFIDENTIAL. In Item 1.b, insert the highest level of safeguarding capability required by the contractor to retain the requested documentation.
- ITEM 2: Place an X in box 2.a and enter the prime contract number. Leave Items 2.b and 2.c blank.
- ITEM 3: Place an X in Item 3.a **ONLY** and enter the date the DD 254 was typed by using numbers only in the YYYYMMDD format (e.g., 19980401). Leave Items 3.a and 3.b blank.
- ITEM 4: Place an X in the NO box.
- ITEM 5: Place an X in the YES box. Enter the date of the contractor's request and the period of retention authorized. The period of retention may be up to 5 years from the date of the request.
- ITEM 6: Enter the name and address of the contractor in Item 6.a. Enter the contractor's CAGE Code in Item 6.b. Enter the name and address of the COG Office in Item 6.c. All of this information is listed on the award DD 254.
- ITEM 7: Leave blank.
- ITEM 8: Leave blank.
- ITEM 9: Copy the information from the Award DD 254.

ITEM 10: Leave blank.

ITEM 11: Leave blank.

ITEM 12: Place an X in the "through" box and type in the following address in the space provided:

SSC SAN DIEGO - "COMMANDING OFFICER, SPAWAR SYSTEMS CENTER,  
SAN DIEGO CODE 2003, 53560 HULL STREET, SAN DIEGO, CA 92152-5001" or  
SPAWAR - "COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS  
COMMAND, 4301 PACIFIC HIGHWAY 00L, SAN DIEGO, CA 92110-3127."

This information is preprinted on the forms.

ITEM 13: The specific listing of requested documents must be entered in this block. If the list is extensive, type the phrase "SEE ATTACHED LISTING" and attach the list to the DD 254. Also, annotate the final disposition instructions for the classified material under the contract. If you want the material returned, destroyed, or will consider other requests for retention, so state. Add to the bottom of Item 13: "THE CONTRACTING OFFICER'S REPRESENTATIVE (COR)/TECHNICAL REPRESENTATIVE (TR) FOR THIS CONTRACT IS \_\_\_\_\_, CODE \_\_\_\_\_ TELEPHONE (619) \_\_\_\_\_."

ITEM 14: Place an X in the NO block. If preprinted on your form, delete phrase "SPECIFIC ON-SITE SECURITY REQUIREMENTS ARE ATTACHED."

ITEM 15: Place an X in the NO block.

ITEM 16: This item shall contain the name, userid, title, telephone number, address, and signature of the command appropriate Security's Contracting Officer's Representative (COR). This information is preprinted on the DD 254.

ITEM 17: In Item 17.e, enter the Contracts code administering your contract. In 17.f, type  
SSC SAN DIEGO - "20353, your required codes."  
SPAWAR - "20355, your required codes."

## APPENDIX G

### CLASSIFICATION GUIDES BASIC POLICY

A classification guide is the primary reference source for derivative classifiers to identify the level and duration of classification for specific informational elements. Classification guides are intended to facilitate the proper and uniform derivative classification of information. A Department of the Navy (DoN) Original Classification Authority (OCA) is required to prepare a security classification guide for each system, plan, program, or project under their cognizance that creates classified information. This guide must be approved personally, and in writing, by an OCA who has program or supervisory responsibility over that information.

#### ORIGINAL CLASSIFICATION AUTHORITY (OCA)

The authority to originally classify information as Top Secret, Secret, or Confidential rests with the Secretary of the Navy (SECNAV) and officials delegated the authority. The SECNAV personally designates certain officials to be Top Secret OCAs. The authority to originally classify information as Secret or Confidential is inherent in Top Secret original classification authority. The SECNAV authorizes the CNO (N09N) to designate certain officials as Secret OCAs. The authority to originally classify information as Confidential is inherent in Secret original classification authority. OCAs are designated by virtue of their position. Original classification authority is not transferable and shall not be further delegated.

SPAWAR (00) is an OCA at the Top Secret level. Currently, the Program Director, Command, Control, and Communications Systems Program Directorate (PD-17) and the Program Director, Intelligence, Surveillance, and Reconnaissance Directorate (PD-18) are also OCAs, but at the Secret level. SSC San Diego is not an OCA.

Information classified by DON OCAs shall be declassified as soon as it no longer meets the standards for classification in the interest of the national security.

#### RETRIEVAL AND ANALYSIS OF NAVY CLASSIFIED INFORMATION (RANKIN)

RANKIN is a computerized program providing standardization, centralized management, and promulgation of all Department of the Navy security classification guides. It provides a central storage and retrieval system for classification guidance. After approval by an OCA, a guide is forwarded to the RANKIN Program Office, CNO (OP-09N2), and entered into the RANKIN database.

CNO (OP-09N2) issues uniformly formatted classification guides in the major subject categories listed in table F-1.

Table F-1. Classification guides in the RANKIN System.

OPNAVINST 5513.1 (series): Department of the Navy Security Classification Guides.  
OPNAVINST C5513.2 (series): Air Warfare Programs.  
OPNAVINST S5513.3 (series): Surface Warfare Programs.  
OPNAVINST S5513.4 (series): General Intelligence, Cover and Deception, Security and Investigative Programs.  
OPNAVINST S5513.5 (series): Undersea Warfare Programs.  
OPNAVINST S5513.6 (series): Communications and Satellite Programs.  
OPNAVINST S5513.7 (series): Mine Warfare Programs.  
OPNAVINST S5513.8 (series): Electronic Warfare Programs.  
OPNAVINST S5513.9 (series): Nuclear Warfare Programs.  
OPNAVINST 5513.10 (series): Advanced Technology and Miscellaneous Programs.  
OPNAVINST 5513.11 (series): Marine Corps Ground Combat and Miscellaneous Programs.  
OPNAVINST 5513.12 (series): NOT HELD.  
OPNAVINST 5513.13 (series): Non-Acoustic Anti-Submarine Warfare Programs.  
OPNAVINST 5513.14 (series): Space Programs.  
OPNAVINST 5513.15 (series): Naval Special Warfare (NSW) Programs.  
OPNAVINST 5513.16 (series): Declassification of 25-Year Old DON Information.

The OPNAV instruction for each major subject area contains, as enclosures, individual classification guides for programs, projects, plans, or systems related to the overall subject area of the instruction. The RANKIN guide is available for review on the Security web site located at <https://iweb.spawar.navy.mil/services/security/html/Classgd.html>.

## APPENDIX H

### DEFINITIONS

**Access** - The ability and opportunity to obtain knowledge of classified information.

**Automated Information System (AIS)** - An assembly of computer hardware, software, and firmware configured for the purpose of automating the functions of calculating, computing, sequencing, storing, retrieving, displaying, communicating, or otherwise manipulating data, information and textual material.

**Automated Information System (AIS) Security** - All security safeguards needed to provide an acceptable level of protection for AISs and the classified data processed.

**CAGE Code** - Commercial and Government Entity Code Number (formerly Federal Supply Code [FSC]). A unique alphanumeric designation assigned to a defense contractor by the Defense Logistics Service Center (DLSC), Battle Creek, Michigan, for identification purposes. Companies may have more than one CAGE Code, but only one is associated with their Facility Clearance.

**Carve-Out** - A classified contract issued in connection with an approved Special Access Program in which the Defense Security Service (DSS) has been relieved of inspection responsibility in whole or in part.

**Classification Management** - A discipline which seeks to ensure that official information is classified only when required in the interest of national security, is properly identified, and retains the classification assigned only as long as necessary.

**Classification Guide** - A document issued by an authorized original classifier that prescribes the level of classification and appropriate declassification instructions for specific information to be classified on a derivative basis.

**Classified Contract** - Any contract that requires, or will require, access to classified information by the contractor in the performance of the contract. A contract may be classified even though the contract documents themselves may not be classified. As used in this Technical Document, unless otherwise specified, the term CONTRACT includes solicitations (RFPs, IFBs, RFQs, etc.).

**Classified Subcontract** - As used in this document, the term SUBCONTRACT, unless otherwise specified, includes subcontractor's purchase orders, solicitations, leases, teaming agreements (but not formally established joint ventures), or any other instrument of solicitation or agreement between a company and an actual or potential vendor or supplier which requires, or will require, the vendor or supplier or his/her employees or agents to have access to classified information in the performance thereof. The contractor may or may not be required to handle or process classified documents or material. The fact they may require, or may have, access to classified information is sufficient.

**Cognizant Security Office (CSO)** - The office of record of the Defense Security Service (DSS), Director of Industrial Security, which has industrial security jurisdiction over the geographical

area in which a cleared facility is located. There are currently twelve DSS CSOs which are listed in appendix H.

**Communications Security (COMSEC)** - The protective measures taken to deny unauthorized persons information derived from telecommunications of the U.S. Government relating to national security and to ensure the authenticity of such communications. COMSEC includes:

1. Crypto security, which results from providing technically sound crypto systems and their proper use.
2. Physical security, which results from physical measures taken to safeguard COMSEC material and information.
3. Transmission security, which results from measures designed to protect transmissions from interception and exploitation by means other than crypto analysis.
4. Emission security, which results from measures taken to deny unauthorized persons information of value which might be derived from the interception and analysis of compromising emanations from crypto equipment and telecommunications systems.

**Contract Administrator** - An employee authorized to negotiate and enter into contracts with legal entities on behalf of the government.

**Contracting Officer** - A government official, in accordance with departmental or agency procedures, currently designated as a contracting officer with the authority to enter into and administer contracts, and to make determinations and findings with respect hereto, or any part of such authority. The term also includes the designated representative of the contracting officer acting within the limits of his or her authority.

**Contractor** - Any individual, educational, commercial, or other entity that has been granted a Facility Clearance with the DoD for the purpose of performing on a classified contract or other procurement. The term also refers to an individual who manages such an entity.

**Contracting Officer's Representative (COR)** - An SSC San Diego or SPAWAR employee delegated by the PCO for specific contract performance issues.

**Critical Nuclear Weapons Design Information (CNWDI)** - A DoD category of weapons data designating TOP SECRET or SECRET Restricted Data revealing the theory of operation or design of the components of a thermonuclear implosion type fission bomb, warhead, demolition munitions, or test device.

**Crypto** - A marking or designator identifying all COMSEC keying material that is used to protect or authenticate telecommunications carrying national security-related information.

**Derivative Classification** - Assignment of classification to information because:

1. The information is in substance the same as, or closely related to, other information with respect to which there is an outstanding proper classification determination, of which the classifier has knowledge, and on which he or she is relying as the basis for classification; or
2. The information is created as a result of, or in connection with, or in response to, other information dealing in substance with the same or closely related subject matter that has been and still is properly classified; or

3. The classification to be applied to the information has been determined by a higher authority and that classification determination is communicated to and acted upon by the classifier.

**Facility** - A plant, laboratory, office, college, university, or commercial structure with associated warehouses, storage areas, utilities, and components, which, when related by function and location, form an operating entity. For industrial security purposes the term does not include government installations.

**Facility (Security) Clearance (FCL)** - An administrative determination that, from a security viewpoint, a facility is eligible for access to classified information of a certain category and all lower categories. An FCL in and of itself is not evidence that a facility is authorized to store classified material.

**Formerly Restricted Data (FRD)** - Information removed from the Restricted Data category upon determination jointly by the DOE and DoD that such information relates primarily to the military utilization of atomic weapons and that such information can be adequately safeguarded as classified defense information. Such information is, however, treated the same as Restricted Data for purposes of foreign dissemination.

**FSC Number** - Federal Supply Code number, see CAGE, above.

**Graphic Arts** - Facilities and individuals engaged in performing consultation, service, or the production of any component or end product that contributes to, or results in, the reproduction of classified information. Regardless of the trade name of specialized processes, it includes writing, illustrating, advertising services, copy preparation, all methods of printing, finishing services, duplication, photocopying, and film processing activities.

**Information** - Knowledge that can be communicated by any means.

**Intelligence** - The product resulting from the collection, evaluation, analysis, integration, and interpretation of all available information, which concerns one or more aspects of foreign nations or areas of foreign operations and is immediately or potentially significant to military planning and operations.

**Intelligence Community** - United States organizations and activities identified by executive order as making up the community. The following organizations currently comprise the Intelligence Community: Central Intelligence Agency; National Security Agency; Defense Intelligence Agency; special offices within the Department of Defense for the collection of specialized foreign intelligence through reconnaissance programs, the Bureau of Intelligence and Research of the Department of State; the intelligence elements of the military services; Federal Bureau of Investigation, the Departments of Treasury and Energy, and the Drug Enforcement Administration; and staff elements of the Office of Director of Central Intelligence.

**Intelligence Information** - Information that is under the jurisdiction and control of the Director of Central Intelligence or a member of the Intelligence Community.

**Multiple Facility Organizations** - A legal entity, its headquarters location referred to as the Home Office Facility (HOF), which has at least one additional site, location or division working on classified programs or tasks.

**National Industrial Security Program (NISP)** - The NISP is a DoD contractual security service program that provides the basis for the government to maintain assurances that classified information released into the hands of industry is being properly protected.

**NATO Information:** North Atlantic Treaty Organization (NATO) classified information embraces all classified information-military, political and economic-circulated within and by NATO whether such information originates in the organization itself or is received from member nations or from other international organizations.

**Need To Know** - A determination made by the holder of classified information that the prospective recipient, in the interest of national security, has a requirement for access to, knowledge of, or possession of the classified information to perform tasks or services essential to the fulfillment of an official U.S. Government program. Knowledge, possession of, or access to, classified information shall not be afforded to any individual solely by virtue of the individual's office, position, or security clearance.

**Operation Location** - See CSO.

**Original Classification** - An initial determination that official information requires, in the interest of national security, a specific degree of protection against unauthorized disclosure, coupled with a designation signifying that such a determination has been made.

**Original Classification Authority** - The authority to make original classification vested specifically and in writing in an official of the Government as the incumbent of an office and in the official specifically and in writing designated to act in the absence of the incumbent.

**Prime Contractor** - A contractor who receives a prime contract from SSC SD or SPAWAR.

**Public Disclosure** - The passing of information/materials to the public, or any member of the public, by any means of communication.

**Regrade** - A determination that classified information requires a different degree of protection against unauthorized disclosure than currently provided, together with a change of classification designation that reflects such different degree of protection.

**Requestor** - An employee who directs a buyer to take action to obtain a contract procurement.

**Restricted Data (RD)** - All information concerning the design, manufacture, or use of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy, but not to include data declassified or removed from the Restricted Data category under Section 142 of the Atomic Energy Act.

**Security** - A protected condition of classified information that prevents unauthorized persons from obtaining information of direct or indirect military value. This condition results from the establishment and maintenance of protective measures which ensure a state of inviolability from hostile acts or influence.

**Sensitive Compartmented Information (SCI)** - All information and materials bearing special intelligence community controls indicating restricted handling within intelligence collection programs, and their products. These special community controls are formal systems of restricted access established to protect the sensitive aspects of sources and methods and analytical procedures of foreign intelligence programs.

***Special Access Program (SAP)*** - Any program imposing "need-to-know" or access controls beyond those normally provided for access to CONFIDENTIAL, SECRET or TOP SECRET information. Such a program includes, but is not limited to, special clearance, adjudication, or investigative requirements, special designation of officials authorized to determine "need-to-know," or special lists of persons determined to have a "need-to-know."

***Subcontractor*** - A supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime contractor or another subcontractor, who enters into a contract with a prime contractor. For purposes of this document, each subcontractor shall be considered as a prime contractor in relation to its subcontractor.

***Technical Representative (TR)*** - An SSC SD or SPAWAR individual delegated by the PCO for specific contract performance issues.



## APPENDIX I

### GLOSSARY

ACO	Contracting Officer at a Contract Administration Office
ADP	Automatic Data Processing
AIS	Automated Information System
CCI	Controlled Cryptographic Item
CDRL	Contract Data Requirements List
CMS	Communications Security Material System
CNWDI	Critical Nuclear Weapon Design Information
COMSEC	Communications Security
COR	Contracting Officer's Representative
CSO	Cognizant Security Office
DCI	Director of Central Intelligence
DCS	Defense Courier Service
DISCO	Defense Industrial Security Clearance Office
DoD	Department of Defense
DoE	Department of Energy
DoN	Department of the Navy
DSS	Defense Security Service
DTIC	Defense Technical Information Center
FBI	Federal Bureau of Investigation
FCL	Facility Clearance
FOUO	For Official Use Only
FRD	Formerly Restricted Data
HOF	Home Office Facility
IC	Intelligence Community
IFB	Invitation for Bid
ISR	Industrial Security Regulation
LIMDIS	Limited Dissemination Information
NATO	North Atlantic Treaty Organization
NIC	Naval Intelligence Command
NISP	National Industrial Security Program
NISPOM	National Industrial Security Program Operating Manual
NCIS	Naval Criminal Investigative Service
NSA	National Security Agency
OCA	Original Classification Authority
OPSEC	Operations Security

PCO	Procuring Contracting Officer
RANKIN	Retrieval and Analysis of Navy Classified Information
RD	Restricted Data
RFP	Request for Proposal
RFQ	Request for Quote
SAP	Special Access Program
SCI	Sensitive Compartmented Information
SCIF	Sensitive Compartmented Information Facility
SECNAV	Secretary of the Navy
SOW	Statement of Work
SSO	Special Security Officer
TR	Technical Representative



## **APPENDIX J**

### **LISTING OF DEFENSE SECURITY SERVICE (DSS) COGNIZANT SECURITY OFFICES**

You must list the appropriate Region or Field Office in Item 6.c, 7.c, or 8.c using the list available from the [DSS](#). Currently DSS's structure consists of five Regions, with each Region comprised of Field Offices. If you are not positive which Field Office is servicing the company in question, list the appropriate Region, or contact Security's COR at [cosm@spawar.navy.mil](mailto:cosm@spawar.navy.mil).



# APPENDIX K

## REFERENCES

[SECNAV Instruction 5510.30A](#), Department of the Navy Personnel Security Program

[SECNAV Instruction 5510.36](#), Department of the Navy (DON) Information Security Program (ISP) Regulation

[Department of Defense 5220.22-M](#), National Industrial Security Program Operating Manual (NISPOM)

[National Classification Management Society DD 254 Handbook](#), 1st Edition, June 1989



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