

**DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

(The requirements of the National Industrial Security Program (NISP) apply to all security aspects of this effort involving classified information.)

OMB No. 0704-0567
OMB approval expires:
August 31, 2028

The public reporting burden for this collection of information, 0704-0567, is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS.**1. CLEARANCE AND SAFEGUARDING****a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED**
(See Instructions)

Secret

**b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/
MATERIAL REQUIRED AT CONTRACTOR FACILITY**

Secret

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

- ☐ **a. PRIME CONTRACT NUMBER** (See instructions.)
- ☐ **b. SUBCONTRACT NUMBER**
- ☒ **c. SOLICITATION OR OTHER NUMBER** DUE DATE (YYYYMMDD)
N66604-26-Q-0175

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

- ☒ **a. ORIGINAL** (Complete date in all cases.) DATE (YYYYMMDD)
20260601
- ☐ **b. REVISED** (Supersedes all previous specifications.)
REVISION NO. DATE (YYYYMMDD)
- ☐ **c. FINAL** (Complete Item 5 in all cases.) DATE (YYYYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? ☒ No ☐ Yes If yes, complete the following:

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

5. IS THIS A FINAL DD FORM 254? ☒ No ☐ Yes If yes, complete the following:

In response to the contractor's request dated _____, retention of the classified material is authorized for the period of: _____

6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)**a. NAME, ADDRESS, AND ZIP CODE**

Competitive Solicitation: This DD Form 254 is for Bidding Purposes Only A certified DD Form 254 will be provided upon Contract Award

Not Valid for Contract Performance

b. CAGE CODE**c. COGNIZANT SECURITY OFFICE(S) (CSO)**

(Name, Address, ZIP Code, Telephone required; Email Address optional)

7. SUBCONTRACTOR(S) (Click button if you choose to add or list the subcontractors
– but will still require a separate DD Form 254 issued by a prime contractor to each subcontractor)**a. NAME, ADDRESS, AND ZIP CODE**

N/A

b. CAGE CODE

N/A

c. COGNIZANT SECURITY OFFICE(S) (CSO)

(Name, Address, ZIP Code, Telephone required; Email Address optional)

N/A

8. ACTUAL PERFORMANCE (Click button to add more locations.)**a. LOCATION(S)** (For actual performance, see instructions.)NUWC Division Newport
1176 Howell Street
Newport, RI 02841**b. CAGE CODE**(If applicable,
see Instructions.)

N/A

c. COGNIZANT SECURITY OFFICE(S) (CSO)

(Name, Address, ZIP Code, Telephone required; Email Address optional)

N/A

a. LOCATION(S) (For actual performance, see instructions.)

TBD

b. CAGE CODE(If applicable,
see Instructions.)**c. COGNIZANT SECURITY OFFICE(S) (CSO)**

(Name, Address, ZIP Code, Telephone required; Email Address optional)

9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT

Contractor shall provide office management services in support of Administrative Work Centers (AWCs) at NUWC DIVNPT Department Code 15, where contractor employees perform services. AWCs are physically separate from Government employee workspace, are in in

proximity to the designated Government point of contact (POC), and include all furnishings, supplies and equipment necessary for performance of the tasks.

10. CONTRACTOR WILL REQUIRE ACCESS TO: (X all that apply. Provide details in Blocks 13 or 14 as set forth in the instructions.)

- | | |
|--|---|
| <input type="checkbox"/> a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION | <input type="checkbox"/> f. SPECIAL ACCESS PROGRAM (SAP) INFORMATION |
| <input type="checkbox"/> b. RESTRICTED DATA | <input type="checkbox"/> g. NORTH ATLANTIC TREATY ORGANIZATION (NATO) INFORMATION |
| <input type="checkbox"/> c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI)
(If CNWDI applies, RESTRICTED DATA must also be marked.) | <input type="checkbox"/> h. FOREIGN GOVERNMENT INFORMATION |
| <input type="checkbox"/> d. FORMERLY RESTRICTED DATA | <input type="checkbox"/> i. ALTERNATIVE COMPENSATORY CONTROL MEASURES (ACCM) INFORMATION |
| <input type="checkbox"/> e. NATIONAL INTELLIGENCE INFORMATION: | <input checked="" type="checkbox"/> j. CONTROLLED UNCLASSIFIED INFORMATION (CUI)
(See instructions.) |
| <input type="checkbox"/> (1) Sensitive Compartmented Information (SCI) | <input type="checkbox"/> k. OTHER (Specify) (See instructions.) |
| <input type="checkbox"/> (2) Non-SCI | |

11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL: (X all that apply. See instructions. Provide details in Blocks 13 or 14 as set forth in the instructions.)

- | | |
|---|--|
| <input type="checkbox"/> a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY
(Applicable only if there is no access or storage required at contractor facility. See instructions.) | <input type="checkbox"/> g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER |
| <input type="checkbox"/> b. RECEIVE AND STORE CLASSIFIED DOCUMENTS ONLY | <input type="checkbox"/> h. REQUIRE A COMSEC ACCOUNT |
| <input checked="" type="checkbox"/> c. RECEIVE, STORE, AND GENERATE CLASSIFIED INFORMATION OR MATERIAL | <input checked="" type="checkbox"/> j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS |
| <input type="checkbox"/> d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE | <input type="checkbox"/> k. BE AUTHORIZED TO USE DEFENSE COURIER SERVICE |
| <input checked="" type="checkbox"/> e. PERFORM SERVICES ONLY | <input checked="" type="checkbox"/> i. RECEIVE, STORE, OR GENERATE CONTROLLED UNCLASSIFIED INFORMATION (CUI).
(DoD Components: refer to DoDI 5200.48, only for specific CUI protection requirements. Non-DoD Components: see instructions.) |
| <input type="checkbox"/> f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES | <input type="checkbox"/> m. OTHER (Specify) (See instructions.) |

12. PUBLIC RELEASE

Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the National Industrial Security Program Operating Manual (NISPOM) or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for review and approval prior to release to the appropriate government approval authority identified here with at least office and phone contact information and if available, an e-mail address. (See instructions)

☐ DIRECT ☒ THROUGH (Specify below)

Commander, Naval Undersea Warfare Center, Division Newport

Public Release Authority:

13. SECURITY GUIDANCE

The security classification guidance for classified information needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended.

(Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. The field will expand as text is added. When removing any expanded text area, use delete key or backspace key, then click out of the text field for it to shrink after the text has been deleted. Also allows for up to 6 internal reviewers to digitally sign. See instructions for additional guidance or use of the fillable PDF.)

This DD254 is for solicitation purposes only; therefore, it shall be returned to the NUWCDIVNPT Industrial Security Office to be updated before the contract DD254 can be issued to the contractor.

-----NAVAL UNDERSEA WARFARE CENTER INFORMATION-----

All classified data and hardware shall be protected I.A.W. Part 117 of Title 32, Code of Federal Regulations (CFR).

All contract personnel shall have a favorably adjudicated background investigation or interim clearance granted per established DoD personnel security requirements for routine and privileged access to government information systems and physical access to facilities and locations supporting the contract.

Classified or unclassified technical papers to be presented at a classified symposium shall be approved by the NUWCDIVNPT Contracting Officer's Representative (COR) prior to the presentation.

Security classification guides and controlled unclassified information (CUI) (e.g., legacy FOUO, distribution statement controlled) are not authorized for public release; therefore, they cannot be posted on a publicly accessible web-server or transmitted over the internet unless appropriately encrypted. Request for public release cannot be transmitted via the internet until the contractor receives final approval from NUWCDIVNPT Code 00.

All reports of contractor security violations associated with this contract shall be sent by the DCSA field office directly to NUWCDIVNPT Industrial Security Team at nuwc_npt_indsec3.fct@navy.mil.

All security related issues, requests, or incidents, pertaining to this contract, shall be submitted in writing by the contractor's Facility Security Officer (FSO) to NUWCDIVNPT Industrial Security Team at nuwc_npt_indsec3.fct@navy.mil. The contractor shall abide by other reporting requirements outlined in Part 117 of Title 32, CFR.

All classified information involved in security incidents shall be retained and a synopsis of the incident shall be provided to the NUWCDIVNPT Industrial Security Team at nuwc_npt_indsec3.fct@navy.mil for review.

The Contractor shall submit a letter of request, on company letterhead, for sharing of classified and other sensitive information or data between prime contracts to the NUWCDIVNPT Industrial Security Team at nuwc_npt_indsec3.fct@navy.mil. Each request shall reference contract number N66604-26-Q-0175 (to be updated upon award) to identify the specific information for which approval is being sought, a justification for needing to share the information, the name of other contractor and its contract number under which the requested information will be shared.

The Contractor shall submit a letter of request, on company letter, to flow down security access to NUWCDIVNPT Industrial Security Team at nuwc_npt_indsec3.fct@navy.mil. Each request shall reference contract number N66604-26-Q-0175 (to be updated upon award) to identify the specific information for which approval is being sought, a justification for needing to share the information, the name of other contractor, CAGE Code, and the subcontract number.

The contractor shall provide a copy of subcontractor DD254s issued under this contract to NUWCDIVNPT Industrial Security Team at nuwc_npt_indsec3.fct@navy.mil.

Personnel designated as derivative classifiers shall receive derivative classification training prior to access from the contractor's Facility Security Officer (FSO). The FSO shall ensure personnel receive initial and biennial training during the life of this contract. Evidence of completion, training certificates or equivalent, shall be provided to the Information Assurance Manager no later than the individual's due date.

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

The contractor shall adhere to NUWCDIVNPT Security Manuals, Instructions, Directives, and Standard Operating Procedures (SOP) while working onboard NUWCDIVNPT, NUWCDIVNPT Facilities onboard NAVSTANPT, or any NUWCDIVNPT Detachment.

-----Sections 10 and 11 Statements-----

Item 10(j): All Controlled Unclassified Information (CUI) associated with this contract must be protected per the guidance provided for Item 11(l) of this DD Form 254.

Item 11(c): The contractor requires access to classified source data up to and including the level identified in item 1a of this DD254. Classified material generated in support of this contract shall be classified in accordance with the source material of the Security Classification Guidance, which will be provided by GCA. Automated Information Systems (AIS) shall be certified and accredited by the Cognizant Security Agency (CSA) prior to processing classified information associated with this contract.

Item 11(e) Administrative Services: This contract is for Administrative services at the Naval Undersea Warfare Center Division Newport. Classification markings on the material to be furnished will provide the classification guidance necessary for performance of this contract.

Item 11(j): The contractor shall protect critical information associated with this contract to prevent unauthorized disclosure. The NUWC Division Newport (NUWCDIVNPT) Critical Information and Indicators List (CIIL) is identified under separate cover. The CIIL shall be reviewed annually by NUWCDIVNPT to ensure current relevancy and disseminated as required.

Item 11(j): Performance under this contract requires the contractor to adhere to OPSEC requirements. OPSEC requirements are additional to the requirements Part 117 of Title 32, Code of Federal Regulations (CFR)., therefore, the Contractor may not impose OPSEC requirements on its subcontractors unless NUWCDIVNPT approves the OPSEC requirements. The contractor will assign an OPSEC point of contact for this contract at no additional cost to the Government. This individual may be the Facility Security Officer (FSO).

Item 11(j): During the period of this contract, the Contractor may be exposed to, use, or produce, NUWCDIVNPT Critical Information (CI) and/or observables and indicators which may lead to discovery of CI. NUWCDIVNPT's CI will not be distributed to unauthorized third parties, including foreign governments, or companies under Foreign Ownership, Control, or Influence (FOCI).

Item 11(j): CUI correspondence transmitted internally on the contractor's unclassified networks or information systems, and externally, shall be protected per NIST SP-800-171, Protecting Controlled Unclassified Information in Non-federal Systems and Organizations.

Item 11(j): Assembled large components/systems being transported to and from testing areas, other production or government facilities (whether or not on public roadways) shall be in an enclosed van trailer or covered flatbed trailer. Component/System outside storage, staging, and test areas shall be shielded/obscured from public view wherever physically possible.

Item 11(j): NUWCDIVNPT's CI shall not be publicized in corporate wide newsletters, trade magazines, displays, intranet pages or public facing websites. Media requests related to this project shall be directed to NAVSEA/NUWCDIVNPT Public Release Authority listed in Item 12 of this DD Form 254.

Item 11(j): Any attempt by unauthorized third parties to solicit, obtain, photograph, or record, or; incidents of loss/compromise of government Classified or CI, Business Sensitive, Company Proprietary information related to this or other NUWCDIVNPT program must be immediately reported to the Facility Security Officer and Defense Counterintelligence and Security Agency and/or the Naval Criminal Investigative Service, and the NUWCDIVNPT Information, Industrial, and Operations Security POCs identified on this DD-254. Questions concerning these requirements shall be directed to the NUWCDIVNPT Information, Industrial, and Operations Security POCs.

Item 11(l): Legacy information from existing documents (e.g. Technical Manuals) marked For Official Use Only or FOUO, that is used to create a new document/correspondence, shall follow the minimum marking requirements of DoDI 5200.48, Section 3, paragraph 3.4.a, and include the acronym "CUI" in the banner and footer of the document. Nonfederal information systems storing and processing CUI shall be protected per NIST SP-800-171, or subsequent revisions, and/or in accordance with DFARS clause 252.204-7012. All transmissions to personal email accounts (AOL, Yahoo, Hotmail, Comcast, etc.) and posting on social media websites (Facebook, Instagram, Twitter, LinkedIn, etc.) are prohibited. Destroy all CUI associated with this contract by any of the following approved methods: A cross-cut shredder; a certified commercial destruction vendor; a central destruction facility; incineration; chemical decomposition; pulverizing, disintegration; or methods approved for classified destruction.

List of Attachments (All Files Must be attached Prior to Signing, i.e., for any digital signature on the form)

NAME & TITLE OF REVIEWING OFFICIAL

SIGNATURE

NUWCDIVNPT OPSEC Program Manager

14. ADDITIONAL SECURITY REQUIREMENTS

Requirements, in addition to NISPOM requirements for classified information, are established for this contract.

☐ No ☒ Yes

*If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the CSO. The field will expand as text is added or you can also use item 13. When removing any expanded text area, use delete key or backspace key, then click out of the text field for it to shrink after the text has been deleted.
(See instructions for additional guidance or use of the fillable PDF.)*

Item 11(j): Operations Security (OPSEC) requirements are imposed for this contract under section 11(j) and are reflected in Item 13 of this DD Form 254. The contractor shall not impose additional security requirements including OPSEC on its subcontractor without written approval from the NUWCDIVNPT OPSEC Program Manager identified on this DD Form 254. These additional security requirements shall not be at an additional cost to the government.

15. INSPECTIONS

Elements of this contract are outside the inspection responsibility of the CSO.

☒ No ☐ Yes

If Yes, explain and identify specific areas and government activity responsible for inspections. The field will expand as text is added or you can also use item 13. When removing any expanded text area, use delete key or backspace key, then click out of the text field for it to shrink after the text has been deleted. (See instructions for additional guidance or use of the fillable PDF.)

16. GOVERNMENT CONTRACTING ACTIVITY (GCA) AND POINT OF CONTACT (POC)**a. GCA NAME**

Naval Undersea Warfare Center, Newport

c. ADDRESS (Include ZIP Code)NUWC DIVNPT
1176 Howell Street
Newport, RI 02841**d. POC NAME**

COR identified in section G of contract

e. POC TELEPHONE (Include Area Code)**f. EMAIL ADDRESS (See Instructions)****b. ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE (See Instructions)**

N66604

17. CERTIFICATION AND SIGNATURES

Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below. Upon digitally signing Item 17h, no changes can be made as the form will be locked.

a. TYPED NAME OF CERTIFYING OFFICIAL (Last, First, Middle Initial) (See Instructions)**d. AAC OF THE CONTRACTING OFFICE (See Instructions)**

N66604

h. SIGNATURE**b. TITLE**

Security Contracting Officer

e. CAGE CODE OF THE PRIME CONTRACTOR (See Instructions.)**c. ADDRESS (Include ZIP Code)**NUWC DIVNPT
1176 Howell Street
Newport, RI 02841**f. TELEPHONE (Include Area Code)****g. EMAIL ADDRESS (See Instructions)****i. DATE SIGNED (See Instructions)**

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18. REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL☒ a. CONTRACTOR☐ b. SUBCONTRACTOR☒ c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR☐ d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION☒ e. ADMINISTRATIVE CONTRACTING OFFICER☒ f. OTHER AS NECESSARY (If more room is needed, continue in Item 13 or on additional page if necessary.)

COR