

<p><b>DEPARTMENT OF DEFENSE</b></p> <p><b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b></p> <p><i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i></p>	<p><b>1. CLEARANCE AND SAFEGUARDING</b></p> <p>a. FACILITY CLEARANCE REQUIRED</p> <p style="text-align: center;"><b>TBD</b></p> <p>b. LEVEL OF SAFEGUARDING REQUIRED</p> <p style="text-align: center;"><b>NONE</b></p>
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<b>2. THIS SPECIFICATION IS FOR: (X and complete as applicable)</b>	<b>3. THIS SPECIFICATION IS: (X and complete as applicable)</b>
a. PRIME CONTRACT NUMBER <b>TBD</b>	a. ORIGINAL (Complete date in all cases) <span style="float: right;">Date (YYMMDD)</span>
b. SUBCONTRACT NUMBER	b. REVISED (Supersedes all previous specs) <span style="float: right;">Revision No.</span> <span style="float: right;">Date (YYMMDD)</span>
c. SOLICITATION OR OTHER NUMBER <span style="float: right;">Due Date (YYMMDD)</span>	c. FINAL (Complete item 5 in all cases) <span style="float: right;">Date (YYMMDD)</span>

**4. IS THIS A FOLLOW-ON CONTRACT?**  YES  NO. If Yes, complete the following:

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

**5. IS THIS A FINAL DD FORM 254?**  YES  NO. If Yes, complete the following:

In Response to the contractor's request dated, retention of the identified classified material is authorized for the period of \_\_\_\_\_.

**6. CONTRACTOR** (Include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE <b>TBD</b>	B. CAGE CODE <b>TBD</b>	C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) <b>DSS, Capitol Region 14428 Albemarle Point Place, Suite 140 Chantilly, VA 20151-1678</b>
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**7. SUBCONTRACTOR**

a. NAME, ADDRESS, AND ZIP CODE	B. CAGE CODE	C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)
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**8. ACTUAL PERFORMANCE**

a. NAME, ADDRESS, AND ZIP CODE	B. CAGE CODE	C. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)
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**9. GENERAL IDENTIFICATION OF THE PROCUREMENT**  
Contract support for the Marine Corps Information Operations Center (MCIOC)

10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		X	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	X	
b. RESTRICTED DATA		X	b. RECEIVE CLASSIFIED DOCUMENTS ONLY		X
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		X	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		X
d. FORMERLY RESTRICTED DATA		X	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		X
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY		X
(1) Sensitive Compartmented Information (SCI)	X		f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		X
(2) Non-SCI	X		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		X
f. SPECIAL ACCESS INFORMATION		X	h. REQUIRE A COMSEC ACCOUNT		X
g. NATO INFORMATION	X		i. HAVE TEMPEST REQUIREMENTS		X
h. FOREIGN GOVERNMENT INFORMATION		X	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		X
i. LIMITED DISSEMINATION INFORMATION		X	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		X
j. FOR OFFICIAL USE ONLY INFORMATION	X		l. OTHER (Specify)		
k. OTHER (Specify)					

**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.

\* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency. Release

Direct  Through (Specify):

Commanding Officer, Marine Corps Information Operations Center BLDG 27404, MCB-1 Quantico, VA 22134

(No public release of SCI is authorized)

**13. Security Guidance.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

a. The Special Security Office (SSO) MCIOC is the Cognizant Security Authority (CSA) for this level of effort within the contract. The Contractor is responsible for implementing the provisions of the DoD 5105.21-M-1, and its Navy Supplement, in support of this effort. Failure of the contractor to maintain and administer a security program, fully compliant with these added security requirements, constitutes grounds for termination for default. If, subsequent to the date of this contract, the security requirements under this contract are changed by the Government, as provided in this clause, and the security costs or time required for delivery under this contract are thereby increased or decreased, the contract price, delivery schedule, or both, and any other provision of this contract which may be affected, shall be subject to an equitable adjustment. Any equitable adjustment required by virtue of this clause shall be accomplished in the same manner as equitable adjustments negotiated under the Changes clause of this contract.

b. Whenever the contractor, in performance of the work under this contract, finds that the requirements of any of the clauses of the contract are in conflict with security instructions issued to the contractor, the contractor shall notify the Contracting Officer or his duly authorized representative for security matters. The Contracting Officer shall: (1) Modify or rescind such security requirements, or (2) issue to the contractor written instructions concerning compliance with the requirements of the clauses or provisions conflicting with such security requirements. Any waiver of compliance with the clauses or provisions of the contract issued by the Contracting Officer shall be in writing and approved by SSO MCIOC in advance. In the event a conflict occurs between the various security manuals, the contractor will utilize the most restrictive guidance and immediately refer the matter to SSO MCIOC.

See continuation Sheet.

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to NISPOM requirements, are established for this contract. (If yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is required.)

Yes  No

SSO MCIOC has exclusive security responsibility for SCI material released or developed under this contract.

**15. INSPECTIONS.** ELEMENTS OF THIS CONTRACT ARE OUTSIDE THE INSPECTION RESPONSIBILITY OF THE COGNIZANT SECURITY OFFICE. (If yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use item 13 if additional space is needed.)

Yes  No

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

Ana L. Martrano

b. TITLE

Special Security Officer, GS-13

c. TELEPHONE (Include Area Code)

(703) 784-5504

d. ADDRESS (Include Zip Code)

Marine Corps Information Operations Center  
BLDG 27404, MCB-1  
Quantico, VA 22134

e. SIGNATURE



**17. REQUIRED DISTRIBUTION**

<input checked="" type="checkbox"/>	a. CONTRACTOR
<input type="checkbox"/>	b. SUBCONTRACTOR
<input checked="" type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
<input type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
<input checked="" type="checkbox"/>	e. ADMINISTRATIVE CONTRACTING OFFICER
<input checked="" type="checkbox"/>	f. OTHERS AS NECESSARY

## **DD Form 254 (Item 13. Security Guidance - con't)**

Item 8: All classified work accomplished on this contract will be done so within US govt'-accredited SCI facilities. Only unclassified work will be performed at contractor facilities.

Item 10e(1). Access to Sensitive Compartmented Information (SCI) is strictly controlled. The contractor will not provide SCI access to anyone without the written approval of the SSO. In performance of this contract, the contractor will require access to JWICS at the location listed in 8a. SCI does not become the property of the contractor and may be withdrawn at any time. Upon expiration of the contract, all intelligence released and any material using data from the intelligence will be returned to the project officer or COR for final disposition. Contractors will not release this information to any activity or person not directly engaged in providing services under the contract or to another contractor (including subcontractors), government agency, private individual, or organization without prior approval of the SSO. Intelligence material will not be released to foreign nationals or immigrant aliens, who may be employed by the contractor, regardless of the level of their security clearance or access authorization, except with the specific permission of the SSO. The contractor is expressly prohibited from representing Subcontract employees as Prime Contract employees for the purpose of obtaining security clearances and/or access to SCI materials for these individuals. Requests for SCI billets will originate from the contract program manager, routed through the government project manager, to SSO MCIOC. (The format for such requests is provided under separate cover.) Contractor personnel supporting this effort who require SCI access will be briefed by, and their personnel security records managed by, SSO MCIOC. Individuals briefed by the SSO MCIOC are required to report changes in personal status, as defined by DoD 5105.21-M-1, Chapter II sections L, M, and N, to SSO MCIOC as well as the Contractor SSO (CSSO).

Item 10e(2): Contractor may require access to Non-SCI Intelligence information (at government activity), as certified by the COR via SSO. The contractor shall not intentionally access, download, or further disseminate intelligence information without the guidance and permission of the SSO. Contractor shall comply with SSO. Written approval of the Contracting Officer and SSO is required prior to subcontracting.

Item 10j: This item refers to unclassified information that is exempt from automatic release under the Freedom of Information Act (FOIA). Such information shall be identified as "For Official Use Only" (FOUO) and will be handled in accordance with DoD 5200.1-R, February 2012.

Item 11c: The contractor requires access to classified source data up to and including Top Secret/SCI in support of this work effort. Any extracts or use of such data requires the contractor to apply derivative classification. Documentation generated as a result of this contract will be classified in accordance with source material provided by the user and will carry the most restrictive downgrading and/or de-classification instructions, warning notices, and control markings applicable. A listing of source material is to be included as a part of the document prepared by the contractor.

Item 11h: There is no secure communication needed in direct support of this DD254 and related activities. This does not eliminate in any way, the need for secure communication devices in support of the principle contract and related DD254.

Item 11j: While no separate OPSEC plan is required as a result of this DD254 and the work associated with it, the contractor must maintain an awareness of the DoD OPSEC posture to ensure they do not expose sensitive operational aspects of the DoD.

Item 12: Regardless of classification level, the Government considers the existence of the access approval to be sensitive. Contractor personnel should discuss or disclose information regarding the contract only to individuals with need to know. It is a material condition of this contract that the contractor shall not use, or allow to be used, any aspect of this contract for publicity, advertisement, reference or any other public purposes without specific approval. This includes statements of "SCI work" in corporate marketing tools or personal resume's. The Contractor agrees not to use or allow to be used any aspect of this contract for publicity, advertisement, references or any other public purposes. It is further understood that this obligation shall not expire upon completion of this contract, but will continue until rescinded by the U.S. Government. The Contractor may request a waiver or release from the foregoing but shall not deviate therefrom unless authorized to do so in writing by the contracting officer or CSA. Unless otherwise stated in this contract, the Contractor is not prohibited from identifying the existence of a Government

contract pursuant to federal statute or regulations, e.g., Securities Exchange Commission filings, if consistent with security requirements. A copy of all such filings or disclosures shall be promptly forwarded to the Contracting Officer.

Item 13c: The Contractor will notify SSO MCIOC when detection of possible or actual compromise of government related data occurs.

Item 13d: All classified material received, generated, fabricated, or modified by this contract will be returned to Marine Corps Information Operations Center, Attn: SSO, within 30 days after completion of contract or upon receipt of request to retain material for a longer period but not to exceed 2 years.

a. TYPED NAME OF CERTIFYING OFFICIAL/SIGNATURE	b. TITLE	c. TELEPHONE (Include Area Code)
Ana L. Martrano	Special Security Officer/GS-13	(703) 784-5504