



# Contract Security Classification Specification

DD-254  
Guidance

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# Why a DD-254?

- The document provides the basis for a contractor to have a facility clearance (FCL) and have access to classified information.
- DD-254 is the GCA's direction for how to handle classified at the contractor's location.
- The document may be the only classification guidance provided to a contractor for a government contract.
- The document may be used by a contractor to flow down classified requirements to a cleared sub-contractor or use as a basis to sponsor an uncleared sub-contractor.
- The DD-254 can be used to have GCA's concurrence when a contractor needs to flow down certain information to a sub-contractor, i.e. NATO, COMSEC, Top Secret, SAP, SCI, CNWDI.
- DD-254s can be classified or unclassified as required. Normally they are unclassified.

# Examples of DD-254s

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <small>(The requirements of the National Industrial Security Program Operating Manual apply to all security aspects of this effort)</small>	1. CLEARANCE AND SAFEGUARDING
	a. FACILITY CLEARANCE REQUIRED: <b>SECRET</b>
	b. LEVEL OF SAFEGUARDING REQUIRED: <b>N/A</b>

- Block 1b is checked “N/A”. This indicates that there will be no classified work performed at the contractor’s or sub-contractor’s cleared facility.
- If this block is “N/A” blocks 11b, c, and d should be checked “NO”.

# Examples of DD-254s

2. THIS SPECIFICATION IS FOR: (X and complete as applicable)			
	a. PRIME CONTRACT NUMBER		
	b. SUBCONTRACT NUMBER		
	c. SOLICITATION OR OTHER NUMBER	Due Date (YYYYMMDD)	

- Block 2a should show the Prime Contract number but should not be checked for a sub-contract DD-254.
- Block 2b should be checked and show the sub-contract number.
- Block 2c is normally not used with a sub-contract.
- **NOTE:** Every DD254 should have an expiration date (normally in Box 2 or Section 13).

# Examples of DD-254s

	3. THIS SPECIFICATION IS: (X and complete as applicable)	
	a. ORIGINAL (Complete date in all cases)	Date (YYYYMMDD)
	b. REVISED (Supersedes all previous specs)	Revision No. Date (YYYYMMDD)
	c. FINAL (Complete item 5 in all cases)	Date (YYYYMMDD)

- Block 3a should be checked and show the date the original DD-254 was signed.
- Block 3b should be checked if it is a revised DD-254, show a revision number and a date that the revision was issued.

**NOTE:** In a revised DD-254, Block 3a should show the original date of the DD-254 but with no check mark.

# Examples of DD-254s

4. IS THIS A FOLLOW-ON CONTRACT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, If yes, complete the following Classified material received or generated under <u>N00189-02-D-0037</u> (Preceding Contract Number) is transferred to this follow-on contract
5. IS THIS A FINAL DD FORM 254 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, If yes, complete the following: In response to the contractors request dated _____, retention of the identified classified material is authorized for a period of:

- These two blocks are self-explanatory.

## NOTE:

*A final DD Form 254 is ONLY used to authorize retention of classified materials beyond 2 years from the end of the contract as allowed by the NISPOM. If Section 3c is marked "YES", Line 5 must also be completed.*

# Examples of DD-254s

6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)		
a. NAME, ADDRESS, AND ZIP Your Company 123 Wherever Drive Dallas, TX 75000	b. CAGE CODE 12345	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) DEFENSE SECURITY OFFICE (IOFSI) 5800 East Campus Circle Drive, STE 218A Irving, TX 74063
7. SUBCONTRACTOR		
a. NAME, ADDRESS, AND ZIP N/A	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)
8. ACTUAL PERFORMANCE		
a. LOCATION SEE BLOCK 13	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

- Blocks 6a, b, & c should show the prime contractor's name, cage code and CSA.
- Blocks 7a, b, & c should show the sub-contractor's name, cage code and CSA.
- Blocks 8a, b, & c should show the actual place of performance. If it this a Military base then the cage code is left blank and the CSA will be a military Security office. The Military normally has security cognizance on military installations.
- Block 8 can have "See attached" or "See Block 13" if there are multiple places of performance.

# Examples of DD-254s

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

LETHALITY TESTING AND CRITERIA DEVELOPMENT

- Block 9 gives an unclassified description of the work to be performed.



# 10a, 11h, 11k: COMSEC

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		
b. RESTRICTED DATA			b. RECEIVE CLASSIFIED DOCUMENTS ONLY		
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		
d. FORMERLY RESTRICTED DATA			d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY		
(1) Sensitive Compartmented Information (SCI)			f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		
(2) Non-SCI			g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		
f. SPECIAL ACCESS INFORMATION			h. REQUIRE A COMSEC ACCOUNT	X	
g. NATO INFORMATION			i. HAVE TEMPEST REQUIREMENTS		
h. FOREIGN GOVERNMENT INFORMATION			j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		
i. LIMITED DISSEMINATION INFORMATION			k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		
j. FOR OFFICIAL USE ONLY INFORMATION			l. OTHER (Specify)		
k. OTHER (Specify)					

10a. COMSEC information includes accountable **or** non-accountable COMSEC information and controlled cryptographic items (CCI).

**-Non-accountable material includes:** TEMPEST documents, classified national COMSEC policy documents.  
*(Check 10a = 'YES' ONLY)*

**-Accountable material includes:** COMSEC aids and equipment which have the purpose to secure communications. These include but are not limited to: *(Check 11h = 'YES')* i.e. if contractor will be held **accountable** for an item.

- Secure Telephone Equipment (STE)
- Other key-able COMSEC devices
- Controlled Cryptographic Items

## 10b. 10c, 10d : Restricted Data/ Critical Nuclear Weapon Design Info (CNWDI)

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

Restricted Data is BORN SECRET. RD is information related to atomic weapons and is classified by the Department of Energy. RD, FRD, and CNWDI is utilized heavily in Missile Defense Contracts.

**NOTE: CNWDI is a subset of RESTRICTED DATA.**

# 10e: Intelligence Information

10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		
b. RESTRICTED DATA		
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		
d. FORMERLY RESTRICTED DATA		
e. INTELLIGENCE INFORMATION:		
(1) Sensitive Compartmented Information (SCI)	X	
(2) Non-SCI		
f. SPECIAL ACCESS INFORMATION		
g. NATO INFORMATION		
h. FOREIGN GOVERNMENT INFORMATION		
i. LIMITED DISSEMINATION INFORMATION		
j. FOR OFFICIAL USE ONLY INFORMATION		
k. OTHER (Specify)		
■		

10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		
b. RESTRICTED DATA		
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		
d. FORMERLY RESTRICTED DATA		
e. INTELLIGENCE INFORMATION:		
(1) Sensitive Compartmented Information (SCI)		
(2) Non-SCI	X	
f. SPECIAL ACCESS INFORMATION		
g. NATO INFORMATION		
h. FOREIGN GOVERNMENT INFORMATION		
i. LIMITED DISSEMINATION INFORMATION		
j. FOR OFFICIAL USE ONLY INFORMATION		
k. OTHER (Specify)		
■		

10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		
b. RESTRICTED DATA		
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		
d. FORMERLY RESTRICTED DATA		
e. INTELLIGENCE INFORMATION:		
(1) Sensitive Compartmented Information (SCI)	X	
(2) Non-SCI	X	
f. SPECIAL ACCESS INFORMATION		
g. NATO INFORMATION		
h. FOREIGN GOVERNMENT INFORMATION		
i. LIMITED DISSEMINATION INFORMATION		
j. FOR OFFICIAL USE ONLY INFORMATION		
k. OTHER (Specify)		
■		

If access to SCI is required:

- Mark 10e(1) "YES"
- Mark Items 14 and 15 "YES"

If access to non-SCI is required:

- Mark 10e(2) "YES"
- Mark Item 14 "YES"
- Mark Item 15 "NO"

If access to SCI and non-SCI is required:

- Mark 10e(1) and 10e(2) "YES"
- Mark Item 14 "YES"
- Mark Item 15 as appropriate

**Item 14: Additional Security Requirements-** This item is completed whenever security requirements imposed on a contractor are in addition to the requirements of the NISPOM or its supplements.

**Item 15: Inspections-** This section is used to indicate an area that is "carved out" of the CSO's Inspection responsibility and to identify the activity responsible for security cognizance of a Particular area. The presence of a "carve out" can be validated by DSS.

## 10f. Special Access Information

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

Special Access Programs (SAP) imposes requirements on the contractor that exceed the NISPOM. If SAP requirements are imposed on the contractor:

- Mark Item 10f = "YES"
- Mark Item 14 = "YES"
- Complete Item 15 as appropriate. (Some SAPs qualify as "carve-outs," but not **all** SAPs are "carve-outs".)

## 10g. NATO Information

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

Mark "YES" if the contract requires access to classified information or documents belonging to the NATO or containing NATO Classified Information.

The Prime contractor must receive **approval** from DSS to impose NATO requirements or grant NATO access to a subcontractor. **NISPOM 10-708.**

## 10h. Foreign Government Information (FGI)

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

This item includes any foreign government except NATO. Mark "YES" if applicable.

The Prime Contractor must receive **approval** from the GCA to authorize A subcontractor access to foreign government information. **NISPOM 10-312.**

## 10i. Limited Dissemination Information (LIMDIS)

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

**“LIMDIS” is no longer a valid program and this item is no longer used; this option will be removed on the next version of the DD Form 254.**

**Mark this item “NO”.**

## 10j. For Official Use Only Information

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

When this item is marked “YES,” the GCA is responsible for providing the contractor with the classification guidance necessary for the protection of the information. The NISPOM does not provide guidance concerning FOUO so the GCA must provide guidance on protection procedures in item 13. **This may also take the form of an attachment/appendix.**



## 10k. Other (NOTE: This 'other' is different than the other 'other'.)

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

Use this item for any other information not included in 10a through 10j. Specify the type of information and include any additional remarks in item 13.

- Security Classification Guides
- OPSEC Plan
- Unclassified Critical Program Information.

# 11a. Have access to classified information only at another contractor's facility or at a government activity.

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

<b>I. CLEARANCE AND SAFEGUARDING</b>
a. FACILITY CLEARANCE REQUIRED
<b>SECRET</b>
b. LEVEL OF SAFEGUARDING REQUIRED
<b>NONE</b>

“ONLY” is the operative work here. Mark “YES” when access and/or storage of classified information is not required at the contractor's facility OR Government Activity.

If marked “YES”, Item 1b (LEVEL OF SAFEGUARDING REQUIRED) shall be marked “N/A” or “None.”

**NOTE:** If 11a. is “YES”, then 11b, 11c and 11d will be “NO” – they are mutually exclusive. This question is really about where classified work will take place. If no classified work is to be done at the contractor's facility, then they will not be receiving, generating, or fabricating anything classified at that location.

# 11b. Receive classified documents only.

<b>I. CLEARANCE AND SAFEGUARDING</b>
a. FACILITY CLEARANCE REQUIRED <b>SECRET</b>
b. LEVEL OF SAFEGUARDING REQUIRED <b>SECRET</b>

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

“ONLY” is the key word. Mark “YES” when the contractor will receive classified documents **for reference purposes**. If this item is marked “YES”, boxes 11a, 11c, and 11d must be marked ‘NO’.

NOTE: If the volume or configuration of the documents is such that specialized storage requirements are necessary, contact the CSO to verify storage capacity at the contracting facility.

SUMMARY: If classified documents are received and or stored ONLY and all other classified work is performed at a government site or other cleared contractor facility site, mark this “YES.”

## 11c. Receive and generate classified information

<b>I. CLEARANCE AND SAFEGUARDING</b>
a. FACILITY CLEARANCE REQUIRED <b>SECRET</b>
b. LEVEL OF SAFEGUARDING REQUIRED <b>SECRET</b>

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

**Mark "YES" when the contractor is expected to receive and generate classified material (documents and/or hardware) and will require detailed security classification guidance in order to perform on the contract.** If item 11c is marked "YES", items 11a, 11b, and 11e must be marked 'NO'.

If the volume or configuration of the documents is such that specialized storage requirements are necessary, contact the FSO to verify storage capacity at the contracting facility.

**IMPORTANT:** This is the field to select if the contractor will be receiving, generating, and having access at the cleared contractor facility, as well as a government installation or another cleared contractor site.

# 11d. Fabricate, modify, or store classified hardware.

<b>I. CLEARANCE AND SAFEGUARDING</b>
a. FACILITY CLEARANCE REQUIRED <b>SECRET</b>
b. LEVEL OF SAFEGUARDING REQUIRED <b>SECRET</b>

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

Mark "YES" if the contractor is expected to manufacture or use hardware containing classified material or it is visually classified. If item 11d is 'YES', items 11a, 11b, and 11e must be marked 'NO'.

Include as much information as possible (additional information can be added in Item 13) to describe the nature and extent of the storage that will be required. The verbiage supplied by the GCA is usually sufficient.

If more than 2 cubic feet of storage is required, contact the FSO to verify storage capacity at the contracting facility.

# 11e. Perform Services Only

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

<b>1. CLEARANCE AND SAFEGUARDING</b>
a. FACILITY CLEARANCE REQUIRED
<b>SECRET</b>
b. LEVEL OF SAFEGUARDING REQUIRED
<b>NONE</b>

<b>2. THIS SPECIFICATION IS FOR: (X and complete as applicable)</b>	
X	a. PRIME CONTRACT NUMBER MULTIPLE CONTRACTS (SEE BLOCK 13)
	b. SUBCONTRACT NUMBER
	c. SOLICITATION OR OTHER NUMBER
	Due Date (YYYYMMDD)

Mark "YES" if the contractor is performing a service only and is not expected to produce a deliverable item.

You should enter a statement in Item 13 that explains the services and that provides appropriate security guidance. Some example are provided below:

**Guard Services:** "Contract is for guard services. Cleared personnel are required by the NISPOM to provide supplemental protection."

**Equipment Maintenance Services:** "Contract is for equipment maintenance services on equipment which processes classified information."

**ENTER A STATEMENT IN ITEM 13 THAT EXPLAINS THE SERVICES PROVIDED AND APPROPRIATE SECURITY GUIDANCE. SEE EXAMPLES ABOVE.**

## 11f. Have access to U.S. classified information outside the U.S., Puerto Rico, U.S. Possessions and Trust Territories.

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

If "YES," indicate in Item 13 the U.S. activity that will occur overseas. Also list the city and country.

-Item 14 may also be marked "YES" and completed as appropriate depending upon the programs involved.

-Item 15 should also be completed as appropriate, because security reviews will have to be conducted by an organization other than the CSA.

# 11g. Be authorized to use the services of the Defense Technical Information Center (DTIC) or other secondary distribution center.

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

Mark "YES" if the contractor is authorized to obtain classified documents from DTIC. DD Form 1540 and DD Form 2345 must be completed for registration with the DTIC.

The sponsoring GCA must submit the DD Form 1540 "Registration for Scientific and Technical Information Services" to DTIC on of the contractor. For subcontractors, the prime contractor submits the DD 1540 with the GCA verifying need to know.



## 11i. Have TEMPEST Requirements

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

Mark "YES" if the contractor is required to impose TEMPEST countermeasures on information-processing equipment after vulnerability assessments are completed.

TEMPEST requirements are **additional** to the requirements of the NISPOM. Thus, Prime Contractors may **not** impose TEMPEST requirements on their subcontractors without GCA approval.

- If marked 'YES,' Item 14 must also be marked 'YES' and pertinent contract clauses identified or clarifying information added to Item 13.

-If requested by the GCA, TEMPEST Countermeasure Assessment Requests may be included as an attachment to the DD Form 254.

**NOTE: TEMPEST is a special kind of electronic shielding required for certain areas or equipment. It can be very expensive and is not generally required inside the US without proper justification.**

## 11j. Have Operation Security (OPSEC) Requirements.

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

Mark 'YES' if the contractor must impose certain countermeasures directed to protect sensitive or classified operations. If marked 'YES', Item 14 must also be marked 'YES' and pertinent contract clauses identified or clarifying information must be added to Item 13.

**NOTE:** OPSEC requirements are ADDITIONAL to the requirements of the NISPOM. Check this if any special security guidance is required. **It may require checking 10k as well.** OPSEC requirements apply to National Industrial Security Program (NISP) contractors when it is determined that additional safeguards are essential for specific contracts; they are imposed in addition to the standard requirements of the NISP. The contractor must also be provided with a copy of the system, command or unit OPSEC requirements or plan. This can be added to Item 13.

## 11k. Be authorized to use the Defense Courier Service (DCS)

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

A "YES" in this item authorizes the contractor to use the services of DCS. The GCA must obtain written approval from the Commander, Defense Courier Service, Attn: Operations Division, Fort George G. Meade, MD. 20755-5370, in order to impose this requirement on contractors. Only certain classified information qualified for shipment by DCS. The GCA is responsible for complying with DCS policy and procedures.

**Prior approval of the GCA is required before a Prime Contractor can authorize a subcontractor to use the services of DCS.**

## 11I. Other (Specify)

10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION			a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		
b. RESTRICTED DATA			b. RECEIVE CLASSIFIED DOCUMENTS ONLY.		
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		
d. FORMERLY RESTRICTED DATA			d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY		
(1) Sensitive Compartmented Information (SCI)			f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		
(2) Non-SCI			g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		
f. SPECIAL ACCESS INFORMATION			h. REQUIRE A COMSEC ACCOUNT		
g. NATO INFORMATION			i. HAVE TEMPEST REQUIREMENTS		
h. FOREIGN GOVERNMENT INFORMATION			j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		
i. LIMITED DISSEMINATION INFORMATION			k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		
j. FOR OFFICIAL USE ONLY INFORMATION			l. OTHER (Specify)		
k. OTHER (Specify)			<b>SEE BLOCK 13</b>	X	

Use this item to add any additional performance requirements not covered above. (More information is better than less information). Item 13 should be appropriately annotated to provide clarifying information when this item is used.

## Item 12. Public Release

**12. PUBLIC RELEASE.** Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review. <sup>2</sup> In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

Direct  Through (Specify):

GCA Address (May be the same, or different from Block 16 of the Prime DD Form 254)

OR

**12. PUBLIC RELEASE.** Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review. <sup>2</sup> In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

Direct  Through (Specify):

NONE AUTHORIZED

The contractor is responsible for obtaining the approval of the GCA prior to release of any information received or generated under the contract, except for certain types of information authorized by the NISPOM.

**Prime contractors should refer their subcontractors to the GCA office that was referenced in the Prime Contract DD Form 254.**

## Item 13 – Security Guidance

In this section, the Government submits security guidance for any and all boxes selected on page 1 of the DD254. Typically, attachments will be Included for:

- FOUO
- Non-SCI/SCI
- NATO
- FGI
- COMSEC
- CNWDI
- OPSEC
- TEMPEST Questionnaire
- SIPRNET (would include reasons for needing a SIPRNET) **BTW: 10k will indicate a requirement for the contractor to have access to a SIPRNET.**

## Item 14: Additional Security Requirements

Complete this item whenever security requirements imposed on a contractor are *in addition to the requirements or the NISPOM* or its supplements.

**Additional requirements translate into additional costs, so it is essential that ONLY necessary additional requirements are imposed.**

A “YES” in this item requires the GCA or Prime Contractor to incorporate the additional requirements in the contract itself or to incorporate the additional Requirements by statements or reference in Item 13.

e.g. SAP or SCI

## Item 15. Inspections

This section is used to indicate an area that is “carved out” of the CSO’s inspection responsibility and to identify the activity responsible for security cognizance of a particular area. The presence of a “carve out” can be validated by DSS.

Mark “YES” if the CSO is relieved, in whole or in part, of the responsibility to Conduct security reviews and provide security oversight to the contractor. The areas for which the CSO is relieved and the agency assuming responsibility must be identified in this item.

e.g. SCI, Special Access Program Inspections, Military Installations..



## **Item 16. Certification and Signature**

Enter the name, title, telephone number, address and signature of a designated official certifying that the security requirements are complete and adequate for performance of the classified contract.

## **Item 17. Required Distribution**

At a MINIMUM, boxes a, b, c and f should be marked. In other words, copies should be sent to:

- a) Prime Contractor
- b) Sub contractor
- c) CSO for Prime and Sub.
- f) Others



## **HOW TO PREPARE A DD FORM 254** *to our subcontractors.*

*Much like the Original Classification of Material/Technology, the Government does the heavy lifting here. As a prime contractor issuing a subcontract DD254, our job is simply to flow down the needed requirements to our chosen subcontractors.*

- 1) What will the Subcontractor so for you?: “Raytheon DD254 Request Form”
  - Which boxes must we check (can we?)
  - We can NOT flow down TEMPEST.
  - Include or omit section 13 guidance as appropriate.
- 2) Pull the ISFD: Clearance Limitations?
- 3) 6 a,b,c: Your Facility’s information.
- 4) 7 a,b,c: Subcontractor’s information.
- 5) 8 a,b,c: Subcontractor’s location of performance. (See Block 13).
- 6) Supply FOUO attachment: (If ref. internet then pull it down and include.)
- 7) Supply SCG and/or OPSEC Plan.
- 8) DTIC ??
- 9) DCS ?? - COMSEC/ TS GCA approval.
- 10) Exp Date: Section 13.(Above & Beyond): At end of subcontract, send note)

