



The Department of Defense Contract Security Classification Form (DD Form 254)

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Purpose

To provide a general overview and understanding of the DD Form 254 and its function in regards to Classified Contracts.

What is a Classified Contract?

- Any contract that requires or will require access to classified information, by a contractor or its employees in the performance of the contract.

Classified Information Is:

- Determined to require protection in the interests of national security.
- Protected against unauthorized disclosure.
- Owned by, produced by or for, or under the control of the U.S. Government.
- Designated (TS), (S), or (C)

Facility Clearances

- What is a Facility Clearance (FCL)?
- Can a company without a clearance bid on classified contracts?
- How does a company receive an FCL?

How do employees of a company get cleared?

Why do you need a DD Form 254?

Purpose:

- Convey security classification guidance (SCG)
- Authorized means for providing security classification guidance (SCG)
- Provide handling procedures for classified material

How does this happen?

- Processed at the User Agency level
- Pre-contract
 - Solicitations
 - Bids
 - Proposals
- Award
- Signed by Contracting Officer's Security Representatives (COSR)

What information does the DD-254 tell us?

- Facility Clearance (FCL) required
- Safeguarding required
- Access requirements
- Performance requirements

What information is not on a DD-254?

- Distribution Statements
- NISPOM information
- Escort requirements of Foreign Nationals
- Meeting requirements

DD-254 References

- Executive Order 12958, as amended
- DoD 5220.22-R Industrial Security Program, 04 Dec 1985
- DoD 5400.7-R, Chapter 3, Freedom of Information Act Program, 04 Sept 1998
- DoD 5200.1-R, Appendix 3, Information Security Program, 14 Jan 1997
- DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM), 28 Feb 2006
- National Security Agency NSA/CSS Policy Manual, 3-16, date 05 Aug 2005
- OPNAVINST 3432.1 Operations Security, 29 Aug 1995

What does a DD-254 look like (cont.)?

<p>12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to the contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval prior to release.</p> <p><input type="checkbox"/> Direct <input checked="" type="checkbox"/> Through (Specify) Subcontractors: shall forward public releases through the Prime for endorsement and final concurrence by GCA.</p> <p>Transmissions by non-secure facsimile or E-mail is NOT authorized (by Prime(s) or subcontractor(s)). Submit ALL Public Releases to: Command Program Office / Competency Code associated with this contract. NAVAIR FORM 5720/1 must be completed and attached.</p> <p><small>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 disclosures shall be submitted to that agency.</small></p>								
<p>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.)</p> <p>Technical papers, briefings, presentations, either classified or unclassified to be presented at classified symposia must be submitted to AIR-7.4.1 for approval prior to presentation. Unclassified material submitted for public release (that is not to be presented at classified symposia) shall be forwarded for review prior to release as stated in item 12 above. Transmission by non-secure facsimile of technical papers, briefings or presentations is NOT authorized.</p> <p>Visit requests shall have "need-to-know" certified by the TPOC listed in Block 9. All visit requests to Military Installations for classified or unclassified visits from subcontractors will be sent via the prime contractor who will certify the need-to-know.</p> <p>10a – Classified COMSEC material is not releasable to contractor employees who have not received a FINAL Clearance at the appropriate security level. COMSEC access shall be IAW DoD 5220.22-M. COMSEC information and materials are subject to the controls of and restrictions specified in the National Security Agency NSA/CSS Policy Manual, 3-16, dated 05 August 2005. When access is required at government facilities, contractor personnel will adhere to COMSEC rules and regulations as mandated by EKMS 1A (or applicable series) and command policy and procedures. Written concurrence of the Contracting Officer's Security Representative (COSR) is required prior to subcontracting.</p> <p>10.b – Restricted Data Information is not releasable to contractor employees who have not been granted a FINAL clearance at the appropriate security level. Written Concurrence from the Contracting Officer's Security Representative (COSR) is required prior to subcontracting.</p> <p>10.c – CNWDI Information is not releasable to contractor employees who have not been granted a FINAL clearance at the appropriate security level. Written Concurrence from the Contracting Officer's Security Representative (COSR) is required prior to subcontracting.</p> <p>10.d – Formerly Restricted Data Information is not releasable to contractor employees who have not been granted a FINAL clearance at the appropriate security level. Written Concurrence from the Contracting Officer's Security Representative (COSR) is required prior to subcontracting.</p> <p>10e(2) – Non-SCI Information is not releasable to contractor employees who have not received a FINAL Clearance at the appropriate security level. Access to Intelligence information required for performance. Contractor shall comply with Naval Air Warfare Center Aircraft Division Scientific and Technical Intelligence Liaison Officer memo of 01 JUN 99 (attached). Written concurrence of the Contracting Officer's Security Representative (COSR) is required prior to subcontracting.</p> <p>Reviewed by: _____ Senior Intelligence Officer, Stephen Hendricks</p> <p>See page 3 (Additional Data Sheet for DD Form 254)</p>								
<p>14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identified the additional requirements. Provide a copy of the requirements to the cognizant security office. Use item 13 if additional space is needed.)</p> <p>OPSEC CDRL in contract <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>								
<p>15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas of elements carved out and the activity responsible for inspection. Use Item 13 if additional space is needed.)</p> <p>NONE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>								
<p>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.</p> <table border="1"> <tr> <td>a. TYPED NAME OF CERTIFYING OFFICIAL</td> <td>b. TITLE</td> <td>c. TELEPHONE (Include Area Code)</td> </tr> <tr> <td>COSR NAME</td> <td>Contracting Officer's Security Representative (COSR)</td> <td>V: PHONE NUMBER Fax: (FAX NUMBER) e-mail: COSR.NAME@navy.mil</td> </tr> </table>			a. TYPED NAME OF CERTIFYING OFFICIAL	b. TITLE	c. TELEPHONE (Include Area Code)	COSR NAME	Contracting Officer's Security Representative (COSR)	V: PHONE NUMBER Fax: (FAX NUMBER) e-mail: COSR.NAME@navy.mil
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<p>d. Address (Include Zip Code)</p> <p>COSR ADDRESS</p> <p>COSR ADDRESS</p> <p>COSR ADDRESS</p>		<p>17. REQUIRED DISTRIBUTION</p> <p>a. CONTRACTOR <input checked="" type="checkbox"/></p> <p>b. SUBCONTRACTOR. <input type="checkbox"/></p> <p>c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR <input checked="" type="checkbox"/></p> <p>d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION <input type="checkbox"/></p> <p>e. ADMINISTRATIVE CONTRACTING OFFICER <input checked="" type="checkbox"/></p> <p>f. OTHERS AS NECESSARY (See Item 13 Above) <input type="checkbox"/></p>						
<p>e. SIGNATURE</p>								

What does a DD-254 look like (cont.)?

Additional Data Sheet for DD Form 254

10g – Personnel not assigned to a NATO staff position, but requiring access to NATO COSMIC or NATO Secret, or access to the NATO accredited SIPRNET terminals, must possess the equivalent FINAL or Interim U.S. Security Clearance based upon the appropriate personnel security investigation required. Personnel with access to NATO ATOMAL information must have a FINAL U.S. Security Clearance. Written concurrence of the Contracting Officer's Security Representative (COSR) is required prior to subcontracting.

10.h – Foreign Government Information is not releasable to contractor employees who have not been granted a final clearance. Written Approval of the Contracting Officer's Security Representative (COSR) is required prior to subcontracting.

10.j – For Official Use Only (FOUO) information generated and/or provided under this contract shall be safeguarded and marked as specified in DoD 5400.7-R, Chapter 3 and DoD 5200.1-R, Appendix 3 (attached).

10.k – Secret Internet Protocol Network (SIPRNET) access required. The contractor shall not access, download, or further disseminate any special access data (i.e., Intelligence, NATO, COMSEC, CNWDI, etc.) outside the execution of the defined contract requirements. Any incident of access by contractor personnel of Intelligence Information will be reported immediately to the NAVAIR Senior Intelligence Officer. In the event any special access is required, the COR or TPOC must modify the requirements for submission to AIR-7.4.1 for DD Form 254 revision. Revisions involving Intelligence information will be forwarded to NAVAIR STILO by AIR-7.4.1 for approval. Contractor shall prepare and submit to AIR-7.2.6, along with DD Form 254, the SIPRNET Access Request (SAR) Form prior to receiving access. Use of STU III for transmission of classified U.S. Government information is authorized.

11.g – Contractor shall prepare and process DD Form 1540, DD Form 2345, and/or DD Form 55 through the COSR, prior to requesting these services.

11.i – TEMPEST Information is not releasable to contractor employees who have not received a FINAL Clearance at the appropriate security level. Contractor shall submit a Contractor TEMPEST Questionnaire for systems processing data at the SECRET (Special Category) level or above within 30 days of contract award. Written concurrence of the Contracting Officer's Security Representative (COSR) is required prior to subcontracting (attached).

11.j – OPSEC: The contractor shall develop, implement and maintain a facility level OPSEC Program to protect critical information to be used at the contractor facility during the performance of this contract. Contract data requirements list (CDRL) and data item description (DID) are a component of the contract. A Draft OPSEC Plan must be submitted to Commander, Naval Air System Command, ATTN: OPSEC Office, 22514 McCoy Road, Bldg. 463, Rm. 110, Patuxent River, MD, within 90 days of contract award. A Final OPSEC Plan is due 45 days from the date that the Draft OPSEC Plan is approved.

The following security classification guide is required for performance of this contract (and will be provided to contractor by the COSR [listed in block 16.a] upon request):

OPNAVINST C5513.2B-1) TOOL TIME, dated 02 JAN 2000

If additional security classification is required, contact COSR listed in block 16a.

*****END OF DD FORM 254 ADDITIONAL DATA SHEET*****

Questions?

