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:
May 31, 2022

The public reporting burden for this collection of information, 0704-0567, is estimated to average 70 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)*

Top Secret

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

None (See instructions)

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

[ ] **a. PRIME CONTRACT NUMBER** *(See instructions.)*

[ ] **b. SUBCONTRACT NUMBER**

[X] **c. SOLICITATION OR OTHER NUMBER   DUE DATE** *(YYYYMMDD)*

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

[X] **a. ORIGINAL** *(Complete date in all cases.)*   **DATE** *(YYYYMMDD)*

[ ] **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?   [X] 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?   [X] 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	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE(S) (CSO) *(Name, Address, ZIP Code, Telephone required; Email Address optional)*
This DD-254 is for SOLICITATION purposes only. The COR must contact the Security Officer designated in Block 17 with a prime contractor name, CAGE Code and contract number as soon as possible to ensure a revised DD-254 is prepared and ready for contract award.		

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)*

[Add Row] [Remove last Row] [Delete All Rows]

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE(S) (CSO) *(Name, Address, ZIP Code, Telephone required; Email Address optional)*
Forward a copy of ALL Sub-DD-254s to the Security Officer designated in Block 17.		

8. ACTUAL PERFORMANCE *(Click button to add more locations.)*

[Add Row] [Remove last Row] [Delete All Rows]

a. LOCATION(S) *(For actual performance, see instructions.)*	b. CAGE CODE *(If applicable, see Instructions.)*	c. COGNIZANT SECURITY OFFICE(S) (CSO) *(Name, Address, ZIP Code, Telephone required; Email Address optional)*
MCTSSA Camp Pendleton, CA 92055-5171		
I Marine Expeditionary Force 11th and C Street Camp Pendleton, CA 92055		

a. LOCATION(S) *(For actual performance, see instructions.)* II Marine Expeditionary Force Camp Lejeune, NC 28542-0080	**b. CAGE CODE** *(If applicable, see Instructions.)*	**c. COGNIZANT SECURITY OFFICE(S) (CSO)** *(Name, Address, ZIP Code, Telephone required; Email Address optional)*
a. LOCATION(S) *(For actual performance, see instructions.)* III Marine Expeditionary Force Camp Courtney, Okinawa, Japan	**b. CAGE CODE** *(If applicable, see Instructions.)*	**c. COGNIZANT SECURITY OFFICE(S) (CSO)** *(Name, Address, ZIP Code, Telephone required; Email Address optional)*
a. LOCATION(S) *(For actual performance, see instructions.)* CTF 51/5 NSA Bahrain	**b. CAGE CODE** *(If applicable, see Instructions.)*	**c. COGNIZANT SECURITY OFFICE(S) (CSO)** *(Name, Address, ZIP Code, Telephone required; Email Address optional)*
a. LOCATION(S) *(For actual performance, see instructions.)* Marine Forces Europe Stuttgart, Germany	**b. CAGE CODE** *(If applicable, see Instructions.)*	**c. COGNIZANT SECURITY OFFICE(S) (CSO)** *(Name, Address, ZIP Code, Telephone required; Email Address optional)*
a. LOCATION(S) *(For actual performance, see instructions.)* Marine Forces Reserve 2000 Opelousas Avenue New Orleans, LA. 70114	**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

The primary objective of this service is to provide tactical systems support from the MCTSSA Support Center to the fleet Marine forces worldwide with continuous support of fielded tactical C4I programs of record to ensure that Marines can successfully optimize the employment of tactical C4I systems.

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

☒ **a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION**

☐ **b. RESTRICTED DATA**

☐ **c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI)**
(If CNWDI applies, RESTRICTED DATA must also be marked.)

☐ **d. FORMERLY RESTRICTED DATA**

e. NATIONAL INTELLIGENCE INFORMATION:

☒ **(1) Sensitive Compartmented Information (SCI)**

☒ **(2) Non-SCI**

☐ **f. SPECIAL ACCESS PROGRAM (SAP) INFORMATION**

☒ **g. NORTH ATLANTIC TREATY ORGANIZATION (NATO) INFORMATION**

☐ **h. FOREIGN GOVERMENT INFORMATION**

☐ **i. ALTERNATIVE COMPENSATORY CONTROL MEASURES (ACCM) INFORMATION**

☒ **j. CONTROLLED UNCLASSIFIED INFORMATION (CUI)**
(See instructions.)

☒ **k. OTHER (Specify)** *(See instructions.)*

SIPRNet

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.)*

DD FORM 254, APR 2018   PREVIOUS EDITION IS OBSOLETE.

☒ **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.)

☐ **b. RECEIVE AND STORE CLASSIFIED DOCUMENTS ONLY**

☐ **c. RECEIVE, STORE, AND GENERATE CLASSIFIED INFORMATION OR MATERIAL**

☐ **d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE**

☒ **e. PERFORM SERVICES ONLY**

☒ **f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S.,PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES**

☐ **g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER**

☐ **h. REQUIRE A COMSEC ACCOUNT**

☐ **i. HAVE A TEMPEST REQUIREMENT**

☒ **j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS**

☐ **k. BE AUTHORIZED TO USE DEFENSE COURIER SERVICE**

☒ **l. RECEIVE, STORE, OR GENERATE CONTROLLED UNCLASSIFIED INFORMATION (CUI).**
(DoD Components: refer to DoDM 5200.01, Volume 4 only for specific CUI protection requirements. Non-DoD Components: see instructions.)

☒ **m. OTHER (Specify)** *(See instructions.)*

Distribution Statements (see item 14)

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, MCTSSA, BOX 555171, CAMP PENDLETON, CA 92055-5171

Public Release Authority:
All requests must be approved by MCTSSA PAO: amy.forsythe@usmc.mil

13. SECURITY GUIDANCE | Add Signature | Remove last Signature | Delete All Signatures |

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.)

The Security Classification Guide (SCG) utilized for this effort is:
****
POP End Date (estimated:
****

8a. Primary place of performance shall be MCTSSA. Other locations include the three Marines Expeditionary Forces (MEFs) aboard Camps Pendleton, Lejeune, and Courtney; Marine Forces Reserve (MARFORRES) in New Orleans, LA; Marine Forces Europe/Africa (MARFOREUR/AF) in Stuttgart, Germany; and Task Force 51/5 at NSA Bahrain. Additionally, the contractor may be required to travel to various Marine Corps bases/installations located in the Continental United States (CONUS) and Outside CONUS (OCONUS) to support fleet units and/or for network traffic data collection and analysis. Contractor personnel requiring access to these facilities are required to be COMSEC/NATO briefed and hold a final U.S. Government Secret Clearance.

10a. Access to any COMSEC information requires special briefings. Access to classified COMSEC information requires a U.S. Government Secret clearance. Publishing or releasing of any COMSEC information by any means without the written approval from Communications security, NSA, Fort George G. Meade, MD 20755 via Commanding Officer, MCTSSA, is prohibited. MCTSSA Security (Electronic Key Management System (EKMS) Manager) will provide COMSEC acknowledgement form and conduct brief. Contractor will sign Contractor Acknowledgment Form.

10e. Intelligence information will be handled and controlled as indicated in DoDM 5105.21 (Vol 1-4), NAVSUP to DoD 5105.21-M-1, the NISPOM Chapter 5 and applicable SSO Navy BANIFs. Access to Intelligence information requires a final U.S. Government clearance at the appropriate level.

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 MCSC SSO. In performance of this contract, the contractor will require access to SCI at the locations listed in Attachment A. Also:

   a. 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.

b. 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 Director, Navy Special Security Office (SSO Navy) via Commander, MARCORSYSCOM (SSO).

c. 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 Director, SSO Navy via Commander, MARCORSYSCOM (SSO).

d. Intelligence material will not be reproduced without prior approval of the Director, SSO Navy via Commander, MCSC (SSO). All intelligence material will bear a prohibition against reproduction while in the custody of the contractor.

e. Contractors will maintain records, which will permit them to furnish, on demand, the names of individuals who have access to intelligence material in their custody.

f. Reproduction and destruction of this material, regardless of the classification, is prohibited without written approval from Commander, MARCORSYSCOM (SSO) or higher authority.

10j. The contractor shall comply with the requirements of the SECNAVINST 5510.36B and DoDI 5200.48 for guidance when access to CUI is required in performance of this contract.

10k. SIPRNET access is required.

11a. Have access to classified information only at another contractor's facility or at a government activity. The contractor requires access to classified source data up to and including the classification levels identified in item 1.a. of this DD-254 in support of this work effort. Applicable if there is no classified access, safeguarding (storage), receiving, generating, or fabricating of classified information required at the contractor's facility. If the contractor will be co-located in MARCORSYSCOM spaces during anytime within the full performance of this contract, they will comply with and be held accountable for the requirements of SECNAVINST 5510.30C, SECNAVINST 5510.36B and any additional security requirements provided by the MARCORSYSCOM's GCA, the Industrial Security Office, and the CMCC Custodian. The contractor shall comply with the requirements of the Information Systems Security Programs as described in OPNAVINST 5239.2 and local command information systems security instructions. All classified systems, regardless of the level of data processed, will be accredited in accordance with the above instructions. The contractor will ensure all articles (including graphics) intended for public release or posting on Internet/World Wide Web sites will be processed through the Public Affairs Office as listed in Item 12.

11e. Contract is for services. Classification markings on the material to be furnished will provide the classification guidance necessary for the performance of this contract. Additional guidance will be provided as required by the MCTSSA Security Manager.

11f. Contractor will have access to U.S. classified outside the U.S. within the confines of U.S. supporting establishments.

11j. See [14.] Additional Security Requirements for OPSEC Requirements while preforming aboard NAVY/USMC sites.

11l. Receive, Store, or Generate Controlled Unclassified Information (CUI). In addition to classified information, certain types of unclassified information also require distribution controls and protective measures for a variety of reasons. Refer to DoDI 5200.48 for guidance with identification and protection of CUI.

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

	NAME & TITLE OF REVIEWING OFFICIAL	**SIGNATURE**
Signature authority for this effort is:	Alisa Munden Security 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.)*

11j. OPSEC Requirements. While performing aboard NAVY/USMC sites, the contractor shall comply with the provisions of DoD Directive 5205.02E, "DoD Operations Security (OPSEC) Program," SECNAV 3070.2, Marine Corps Order 3070.2A and the MARCORSYSCOMO P5510.2B Security Manual, at all other sites the contractor shall comply with the local command and/or program OPSEC plan.

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	**c. ADDRESS** *(Include ZIP Code)* MCTSSA BOX 555171 CAMP PENDLETON, CA 92055-5171	**d. POC NAME**
b. ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE *(See Instructions)* M68909		**e. POC TELEPHONE** *(Include Area Code)* **f. EMAIL ADDRESS** *(See Instructions)*

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)* Alisa Munden	**d. AAC OF THE CONTRACTING OFFICE** *(See Instructions)* M68909	**h. SIGNATURE**
b. TITLE Security Manager	**e. CAGE CODE OF THE PRIME CONTRACTOR** *(See Instructions.)* N/A	
c. ADDRESS *(Include ZIP Code)* MCTSSA BOX 555171 CAMP PENDLETON, CA 92055-5171	**f. TELEPHONE** *(Include Area Code)* +1 (760) 725-2365	**i. DATE SIGNED** *(See Instructions)*
	g. EMAIL ADDRESS *(See Instructions)* alisa.munden@usmc.mil	

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.)*