

DD 254 Practical Exercise

Scenario

You are the FSO at Yellow Cab Corporation located in Hazard, MD. Yellow Cab was recently awarded a SECRET FCL with SECRET safeguarding and just received its first classified contract from the Joint Transportation Command located in Fort McHenry, MD.

- This is a three year contract to prepare design specifications and drawings for Computer Powered Military Vehicles (CPMV).
- The CPMV Master Security Classification Guide has been provided to Yellow Cab under separate cover.
- There is no SAP, Carve-Out, or intelligence information associated with this contract but a COMSEC account may be required.

Your Job: Review the 254 to ensure you have the clear and concise guidance needed to successfully complete all required tasks. Document your findings on the following pages.

What's Wrong? Sections 1 through 7

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING	
				a. FACILITY CLEARANCE REQUIRED Secret	
				b. LEVEL OF SAFEGUARDING REQUIRED Top Secret	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>			3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>		
<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER	<input type="checkbox"/>	a. ORIGINAL <i>(Complete date in all cases)</i>	DATE (YYYYMMDD)	
	JTC623-17-S-12345				
	b. SUBCONTRACT NUMBER	<input checked="" type="checkbox"/>	b. REVISED <i>(Supersedes all previous specs)</i>	REVISION NO.	DATE (YYYYMMDD)
				12345	
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER	DUE DATE (YYYYMMDD)	<input type="checkbox"/>		c. FINAL <i>(Complete item 5 in all cases)</i>
		2020-06-30			DATE (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.					
5. IS THIS A FINAL DD FORM 254? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. 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 <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
Yellow Cab Corporation 911 Breakdown Lane Hazard, MD 21090					
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		

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What's Wrong? Sections 8 through 11

8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)		
Yellow Cab Corporation Motor Division Virginia Beach, VA			Defense Security Service Maryland Field Office Hanover, MD 21143		
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT					
Design Specifications and Drawings for the CPMV					
10. CONTRACTOR WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input type="checkbox"/>	<input type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	
b. RESTRICTED DATA		<input type="checkbox"/>	<input type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input type="checkbox"/>	<input type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	
d. FORMERLY RESTRICTED DATA		<input type="checkbox"/>	<input type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	
e. INTELLIGENCE INFORMATION		<input type="checkbox"/>	<input type="checkbox"/>	e. PERFORM SERVICES ONLY	
(1) Sensitive Compartmented Information (SCI)		<input type="checkbox"/>	<input type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	
(2) Non-SCI		<input type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	
f. SPECIAL ACCESS INFORMATION		<input type="checkbox"/>	<input type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	
g. NATO INFORMATION		<input type="checkbox"/>	<input type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS	
h. FOREIGN GOVERNMENT INFORMATION		<input type="checkbox"/>	<input type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	
i. LIMITED DISSEMINATION INFORMATION		<input type="checkbox"/>	<input type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	
j. FOR OFFICIAL USE ONLY INFORMATION		<input checked="" type="checkbox"/>	<input type="checkbox"/>	l. OTHER (Specify)	
k. OTHER (Specify)		<input type="checkbox"/>	<input type="checkbox"/>		

DD FORM 254, DEC 1999

PREVIOUS EDITION IS OBSOLETE.

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What's Wrong? Sections 12 through 13

<p>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 <input checked="" type="checkbox"/> Direct <input type="checkbox"/> Through (Specify)</p>
<p>Joint Transportation Command/PAO Fort Avenue Fort McHenry, MD 26542</p>
<p>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.</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>CPHV Classification Guide provided under separate cover. No additional security requirements.</p>
<p>Contract deliverables will be classified no higher than SECRET.</p>

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What's Wrong? Sections 14 through 17

<p>14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(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 needed.)</small></p>		
<p>15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(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.)</small></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>		
<p>a. TYPED NAME OF CERTIFYING OFFICIAL</p> <p>Francis Scott Key</p>	<p>b. TITLE</p> <p>Contracting Officer</p>	<p>c. TELEPHONE (Include Area Code)</p> <p>410-222-3344</p>
<p>d. ADDRESS (Include Zip Code)</p> <p>Joint Transportation Command Fort Avenue Ft McHenry, MD 26542</p>	<p>17. REQUIRED DISTRIBUTION</p> <p><input checked="" type="checkbox"/> a. CONTRACTOR</p> <p><input type="checkbox"/> b. SUBCONTRACTOR</p> <p><input checked="" type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR</p> <p><input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION</p> <p><input type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER</p> <p><input checked="" type="checkbox"/> f. OTHERS AS NECESSARY</p>	
<p>e. SIGNATURE</p> <p><i>Francis Scott Key</i></p>		
<p>DD FORM 254 (BACK), DEC 1999</p>		
		<p>Reset</p>