


Industrial Security Webinar Series

Learn @ Lunch




DD Form 254

Learn @ Lunch

CDSE

DD Form 254

Department of Defense Contract Security Classification Specification



Learn @ Lunch


CDSE

Chat Question 1

Learn @ Lunch CDSE

DD Form 254

- Why do we use it?
- What is its purpose?



For every classified contract issued to your company, you should have an associated DD Form 254.

Learn @ Lunch CDSE


Poll 1

Learn @ Lunch CDSE

NCCS

NISP Contract Classification System


- Establishes a central repository for DD Form 254s and supporting data
- Automates the DD Form 254 processes & workflows



<http://www.dss.mil/is/nccs.html>
or DSS.NCCS@mail.com


Learn @ Lunch 


Poll 2

Learn @ Lunch 

Who Prepares the DD Form 254?

1. A security representative
2. A program manager
3. A contracting representative



Learn @ Lunch 

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.

Learn @ Lunch CDSE

DD Form 254: Sections 1-7

1. DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <small>(The requirements of the DoD Industrial Security Manual Apply to all security aspects of this effort.)</small>		1. CLEARANCE AND SAFEGUARDING a. FACT CLASSIFICATION REQUIRED: Secret Top Secret
2. THIS SPECIFICATION IS FOR: (If you complete an appropriate)	3. THIS SPECIFICATION IS: (If you complete an appropriate)	a. ORIGINAL, (complete date of last date) DATE (YYYYMMDD)
X 1. CONTRACT NUMBER : JTC623-17-S-12345	X 2. RECORDS MANAGEMENT CONTROL NUMBER : 12345	b. REVISION: (complete date of last date) DATE (YYYYMMDD)
X 3. SUBCONTRACTOR NUMBER : 2020-06-30	a. FINAL, (complete date of last date) DATE (YYYYMMDD)	c. OTHER, (complete date of last date) DATE (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If NO, complete the following: (Including Contract Number) is transferred to the follow-on contract.		
5. IS THIS A FINAL DD FORM 254? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If NO, complete the following: (Including Contract Number) is transferred to the follow-on contract.		
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)		
a. NAME, ADDRESS, AND ZIP CODE: Yellow Cab Corporation 911 Breakdown Lane Hazard, MD 21090	b. CAGE CODE	c. COORDINATE SECURITY OFFICE NAME, ADDRESS, AND ZIP CODE
7. SUBCONTRACTOR		
a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COORDINATE SECURITY OFFICE NAME, ADDRESS, AND ZIP CODE

Learn @ Lunch CDSE

DD Form 254: Sections 8-11

8. ACTUAL PERFORMANCE a. LOCATION: Yellow Cab Corporation Motor Division Virginia Beach, VA 23450	b. CAGE CODE	c. COORDINATE SECURITY OFFICE NAME, ADDRESS, AND ZIP CODE: 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 <input type="checkbox"/> NO <input type="checkbox"/> 11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
a. DEREGULATED SECURITY CLASSIFICATION	b. SAFE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER LOCATION	c. SAFE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER LOCATION
b. RESTRICTED DATA	d. RECEIVE CLASSIFIED DOCUMENTS ONLY	e. RECEIVE CLASSIFIED DOCUMENTS ONLY
c. CRITICAL ACQUIRE INFORMATION DESIGN INFORMATION	f. RECEIVE AND SIGNATURE CLASSIFIED SYSTEMS	g. RECEIVE AND SIGNATURE CLASSIFIED SYSTEMS
d. PERSONNEL RESTRICTED DATA	h. FABRICATE, MODIFY, OR STORE CLASSIFIED INFORMATION	i. FABRICATE, MODIFY, OR STORE CLASSIFIED INFORMATION
e. INTELLIGENCE INFORMATION	j. PERSONNEL SERVICES ONLY	k. PERSONNEL SERVICES ONLY
f. SENSITIVE COMPENSATION INFORMATION (SCI)	l. SPECIAL ACCESS TO CLASSIFIED INFORMATION AT THE CITE	m. SPECIAL ACCESS TO CLASSIFIED INFORMATION AT THE CITE
g. Security	n. SPECIAL ACCESS TO CLASSIFIED INFORMATION AT THE CITE	o. SPECIAL ACCESS TO CLASSIFIED INFORMATION AT THE CITE
h. SPECIAL ACCESS INFORMATION	p. REQUIRE A COMBINE ACCOUNT	q. REQUIRE A COMBINE ACCOUNT
i. NATO INFORMATION	r. SAFE TRAVEL REQUIREMENTS	s. SAFE TRAVEL REQUIREMENTS
j. PERSONNEL INFORMATION	t. WEAPONS INFORMATION SECURITY OFFICE REQUIREMENTS	u. WEAPONS INFORMATION SECURITY OFFICE REQUIREMENTS
k. LIMITED SUBSIDIARY INFORMATION	v. BE AUTHORIZED TO USE THE DEFENSE COUNSEL SERVICE	w. BE AUTHORIZED TO USE THE DEFENSE COUNSEL SERVICE
l. NON-DEFENSE USE ONLY INFORMATION	x. OTHER (Specify)	y. OTHER (Specify)
m. OTHER (Specify)		

DD FORM 254, DEC 1999 PREVIOUS EDITION IS OBSOLETE. [Reset] [Save Print Home 12]

Learn @ Lunch CDSE

DD Form 254: Sections 12-13

12. PUBLIC RELEASE Any information (classified or unclassified) pertaining to this contract that may be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved by public release to 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)
Joint Transportation Command/PAO Fort Avenue Fort McHenry, MD 26542
To be considered for release of information and security matters, Chief of the Assistant Secretary of Defense (Public Affairs) for review. In the case of prior-DoD case agencies, requests for disclosure shall be submitted to that agency.
13. SECURITY GUIDANCE The security classification guidance applies to this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other controlling factor indicates a need for changes in the guidance, the contractor is authorized and encouraged to provide recommendations, 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 specified below. During this process, the information provided shall be handled and protected at the highest level of classification assigned or recommended. DoD is not responsible for the classified effort. Direct, or forward under separate communication, any questions to the contractor's information officer. See additional pages as needed to provide complete guidance.
CPHV Classification Guide provided under separate cover. No additional security requirements. Contract deliverables will be classified no higher than SECRET.

Learn @ Lunch CDSE

DD Form 254: Sections 14-17

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to those requirements, are essential for this contract. If you specify the particular contract details in the contract document itself or provide an appropriate statement with specific for additional requirements, include a copy of the requirements to the recipient security office. Use item 17 (additional page if needed). <input checked="" type="checkbox"/>		
15. INSPECTIONS. Elements of this contract are outside the recipient responsibility of the recipient security office. If you cannot adequately specify when or where you will be physically accessible for inspection, use item 17 (additional page if needed). <input checked="" type="checkbox"/>		
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.		
NAME OF OFFICER	TITLE	TELEPHONE (Include Area Code)
Francis Scott Key	Contracting Officer	410-222-3344
ORGANIZATION	17. REQUIRED DISTRIBUTION	
Joint Transportation Command	<input checked="" type="checkbox"/> a. contractor	
Fort Avenue	<input checked="" type="checkbox"/> b. subcontractor	
FX McHenry, MD 20542	<input checked="" type="checkbox"/> c. contractor security agency not listed and subcontractor	
1. Issuance	<input checked="" type="checkbox"/> d. U.S. activity responsible for release security administration	
<i>Francis Scott Key</i>	<input checked="" type="checkbox"/> e. release security administration	
DD FORM 254 (BACK), DEC 1995	<input type="button" value="Scan"/>	

Learn @ Lunch CDSE

FSO Toolkit

<http://www.cdse.edu/toolkits/fsos/index.php>

Information about Working on Classified Contracts

- HSP Contracts Classification System (HCS) (DOD webpage)
- DD Form 254 Department of Defense Contract Security Classification Specifications
- Enhanced DD Form 254 with Prop. Exp. Dates and Item 17 Distribution Page
- How to Complete DD Form 254 Performance Based Tools
- Guide for the Preparation of a DD Form 254
- Best DD Form 254

Facility Security Officer Toolkit

Home Resources Toolkits Facility Security Officer Toolkit

This toolkit will quickly guide you to the resources you need to help you perform your role as a Facility Security Officer (FSO). Do you have a question about how to do something or need more information about a topic?

Click a category below to start accessing resources.

FSO	Facility Overview	Personnel Clearances	Safeguarding
Classified Visits & Meetings	Self-Inspections/Insight	Reporting	Security Education
Counter Intelligence	International		

Learn @ Lunch CDSE

Questions?
