

CLASSIFICATION (When filled in): Unclassified

**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:  
October 31, 2020

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**

Secret

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

- a. PRIME CONTRACT NUMBER** (See instructions.)  
N00012-19-C-0001
- b. SUBCONTRACT NUMBER**
- c. SOLICITATION OR OTHER NUMBER DUE DATE** (YYYYMMDD)

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

- a. ORIGINAL** (Complete date in all cases.) **DATE** (YYYYMMDD)  
20190107
- 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?**  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?**  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**

Zoom Incorporated  
123 Roundtree Way  
Virginia Beach, VA 23452

**b. CAGE CODE**

0ABC1

**c. COGNIZANT SECURITY OFFICE(S) (CSO)**

(Name, Address, ZIP Code, Telephone required; Email Address optional)  
Defense Security Service  
Virginia Beach Field Office  
277 Bend Road  
Virginia Beach, VA 23452

**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)

**a. NAME, ADDRESS, AND ZIP CODE**

**b. CAGE CODE**

**c. COGNIZANT SECURITY OFFICE(S) (CSO)**

(Name, Address, ZIP Code, Telephone required; Email Address optional)

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

**a. LOCATION(S)** (For actual performance, see instructions.)

See Item 6a

**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**

Perform fabrication, testing and other services in support of the Sonar Interface for Naval Submarine USS Pennsylvania

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**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 GOVERNMENT INFORMATION
- i. ALTERNATIVE COMPENSATORY CONTROL MEASURES (ACCM) INFORMATION
- j. CONTROLLED UNCLASSIFIED INFORMATION (CUI)  
*(See instructions.)*
- k. OTHER (Specify) *(See instructions.)*

**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.)

- 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.)*

**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 (NISPO) 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)*

**Public Release Authority:**

Evan Sharpton, Contracting Officer Representative (COR)  
Department of the Navy, +1 (757) 555-2330

**13. SECURITY GUIDANCE**

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.)*

Reference Item 10a - Access to classified COMSEC information requires a final U.S. Government security clearance at the appropriate level. Further disclosure of classified COMSEC information by a contractor, to include subcontracting, requires prior approval from the GCA. Non-accountable COMSEC information, though not tracked in the COMSEC material control system, may still require a level of control within a document control system. Refer to NSA/CSS Manual 3-16, "Control of Communications Security Material," and the Committee on National Security Systems Instruction (CNSS) 4001, "Controlled Cryptographic Items," for guidance. If access to classified COMSEC information is required at government facilities, contractor personnel will follow the security requirements of the host government activity. All contractor employees who require access to classified COMSEC information in the performance of their duties shall receive a COMSEC briefing before access is granted.

Reference Item 11h - The contractor is required to store accountable COMSEC information at their cleared facility in performance of this contract. Additional COMSEC guidance will be provided via separate cover.

Reference Item 11c - Contractor will reference the appropriate Security Classification Guide (SCG) when generating or deriving classified

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material or hardware. All classified information received or generated will be properly stored and handled according to the markings on the material. All classified information received or generated is the property of the U.S. Government. At the termination or expiration of this contract, the U.S. Government will be contacted for proper disposition instructions. The contractor will abide by the following security classification guidance:

-U. S. Naval Operations Guided Sonar 3.126, dated 4 March 2017 (provided via separate cover)

Performance on this contract shall be limited to the location(s) specified per this DD Form 254 and GCA approved U.S. Government sites.

Contractors shall follow security requirements IAW DoD 5220.22M, NISPOM, dated 18 May 2016 and other U.S. Government contractual security regulations as mandated.

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

NAME & TITLE OF REVIEWING OFFICIAL

SIGNATURE

NAME & TITLE OF REVIEWING OFFICIAL

SIGNATURE

NAME & TITLE OF REVIEWING OFFICIAL

SIGNATURE

**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.)*

**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)**

|  |   |   |
|--|---|---|
| <b>a. GCA NAME</b><br>Department of the Navy   | <b>c. ADDRESS (Include ZIP Code)</b><br>Norfolk Naval Base<br>Gilbert Street<br>Norfolk, VA 23511 | <b>d. POC NAME</b><br>Evan Sharpton   |
|  |   | <b>e. POC TELEPHONE (Include Area Code)</b><br>+1 (757) 555-2330            |
|  |   | <b>f. EMAIL ADDRESS (See Instructions)</b><br>sharpton.evan@exemplenavy.mil |
| <b>b. ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE (See Instructions)</b><br>N000XX |   |   |

**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.

|  |  |   |
|--|--|---|
| <b>a. TYPED NAME OF CERTIFYING OFFICIAL (Last, First, Middle Initial)</b><br>(See Instructions)<br>Mary Louise Bland | <b>d. AAC OF THE CONTRACTING OFFICE</b><br>(See Instructions)<br>N000XX        | <b>h. SIGNATURE</b>                         |
| <b>b. TITLE</b><br>Contracting Officer   | <b>e. CAGE CODE OF THE PRIME CONTRACTOR</b><br>(See Instructions.)<br>N/A      |   |
| <b>c. ADDRESS (Include ZIP Code)</b><br>Norfolk Naval Base<br>Gilbert Street<br>Norfolk, VA 23511                    | <b>f. TELEPHONE (Include Area Code)</b><br>+1 (757) 555-2330                   | <b>i. DATE SIGNED</b><br>(See Instructions) |
|  | <b>g. EMAIL ADDRESS (See Instructions)</b><br>bland.marylouise@exemplenavy.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.)

SAMPLE