

Student Guide

DD Form 254

Objective	At the conclusion of this Short, you will be able to identify the available Job Aids for completing the DD Form 254.
Estimated Completion Time	10 Minutes

Screen 1: Introduction

There is an important form that is required to be issued with every classified contract within the Department of Defense.

Even though this form has been required for many years, it is often misunderstood and not properly completed. This can lead to confusion and uncertainty. And for some who are new to security, it is even perceived as a form to be avoided.

What is this form? And where can you find help to complete it?

This training Short is going to provide the answers you need!

At the conclusion of this Short, your knowledge of the DD Form 254 and its purpose will be refreshed and/or enhanced. You will be familiar with the Job Aids and resources available to assist you in successfully completing and maintaining the form.

Screen 2: DD Form 254 Purpose

The purpose of the Department of Defense (DoD) Contract Security Classification Specification, more commonly referred to as the DD Form 254, is to provide security classification guidance to cleared contractors working under the National Industrial Security Program or NISP.

When a company is awarded a classified contract under the NISP, their Government Contracting Activity (GCA) is required to issue a DD Form 254. The DD Form 254 will specify the classification requirements for that contract to include classification level and safeguarding requirements, access requirements, and performance requirements.

If a prime contractor issues a DD Form 254 to their cleared subcontractor, the prime contractor is obligated to convey to the subcontractor only those security classification requirements that are applicable to the subcontractor's work.

Screen 3: Why the DD Form 254 is Important

Proper security classification guidance helps ensure classified material entrusted to industry is properly protected. Simply stated, if the right requirements are not included on the form, national security information may be at risk.

The DD Form 254 originates with the Invitation for Bid, Request for Proposal, or Request for Quote and continues as a living document through contract execution to completion of work. If there is a change in any of the security classification requirements during the contract period, an updated or revised DD Form 254 should be issued.

When it comes down to completing the DD Form 254, it is truly a team effort between contracting, security, and your technical experts or program managers. When executed properly, the end result is a properly prepared form that is vital to the protection of our classified information and to our country's national security.

Screen 4: Common Mistakes

Let's take a moment to review some commonly made errors when completing the DD Form 254.

- Don't use duplicates of a pre-completed "master" DD Form 254 or just copy and paste guidance from a previously issued DD Form 254. Treat each DD Form 254 as a new product.
- Make sure to complete all numbered and lettered items. Leaving any numbered or lettered item blank creates doubt as to what is really required. Especially remember block 13!
- Maintain the original date throughout the life of the contract. Revision dates will be updated with each subsequent revision.
- Item 1a should always be the same or higher classification level than 1b. (This is because the safeguarding level can never exceed the level of the facility security clearance).
- For item 11 a, b and c, only one box should be checked "yes."

To help you avoid these common errors, the Center for Development of Security Excellence (CDSE) has developed Job Aids to assist you when completing the DD Form 254. We'll review those job aids next.

Screen 5: DD Form 254: Finding the Job Aids

Completing the DD Form 254 may seem like a daunting task, but remember you are not alone.

The DSS Center for Development of Security Excellence (CDSE) has created Job Aids to help you complete this form.

- First, let's show you how to find the Job Aids on the CDSE website.
- Go to the DSS website at www.dss.mil
- Click the Professional Education link. The CDSE page appears.
- Click the Job Aids link under the View Security Resources & Job Aids heading, or click the Resources and Job Aids link under CDSE on left side of the page. The Job Aids page appears.
- Scroll down the page to the DD Form 254 Resources section.

Now, let's look at the available DD Form 254 Job Aids.

Screen 6: DD Form 254 Job Aids

There are four Job Aids available on the DSS website. Click on each icon to learn more.

Electronic DD Form 254

The DD Form 254 is available as an electronic Adobe Portable Document Format (PDF) form. This form can be downloaded and filled out on your computer.

Electronic DD Form 254 with Pop-up Help

An alternative electronic version of the form is available with embedded help icons. Clicking on the blue "i" button in any field displays a pop-up box with information about that field. This is the same information that is found in the job aid "A Guide for the Preparation of a DD Form 254." In addition, the form includes pre-filled drop downs and an item 13 continuation page.

A Guide for the Preparation of a DD Form 254

This guide is a downloadable PDF document that provides detailed item-by-item descriptions and instructions for completing the DD Form 254. This is the same information found in the blue "i" buttons on the Electronic DD Form 254 with Pop-up Help.

"How to Complete DD Form 254 Performance Support Guide"

This performance support guide provides information and suggestions for completing the DD Form 254. Topics covered include an overview of the form, best practices for form completion, and detailed item-by-item instructions for completing the form. Also included is supplemental information on visitor security requirements.

Screen 7: Knowledge Check 1

Now, let's see what you've learned about the DD Form 254 with two quick Knowledge Checks.

Answer the question, then click Submit.

The purpose of the DD Form 254 is to:

- Detail the Performance Work Statement requirements
- List the deliverables schedule
- Provide security classification guidance
- Determine eligibility for access to classified information

Correct answer: The purpose of the DD Form 254 is to provide security classification guidance to cleared contractors.

Screen 8: Knowledge Check 2

Next, let's see if you can find the DD Form 254 Job Aids on the DSS website.

We've started you off at the DSS website home page. Click the appropriate links to navigate to the Job Aids.

Correct answer: click the Professional Services link then click the Job Aids link or Resources & Job Aids link.

Screen 9: Summary

The DD Form 254 is a critical aspect of working with classified contracts. In this Short, you've learned what the DD Form 254 is, why it is important, how to avoid some common mistakes, and where to find help on the CDSE website.

You can access the Job Aids page directly by clicking the displayed link. If you have any questions, please contact DSS by clicking the email link.