

<b>DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b> <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				<b>1. CLEARANCE AND SAFEGUARDING</b>	
				a. FACILITY CLEARANCE REQUIRED <div style="text-align: center;">Top Secret</div>	
				b. LEVEL OF SAFEGUARDING REQUIRED <div style="text-align: center;">None</div>	
<b>2. THIS SPECIFICATION IS FOR:</b> <i>(X and complete as applicable)</i>			<b>3. THIS SPECIFICATION IS:</b> <i>(X and complete as applicable)</i>		
<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER <div style="text-align: center;">HQ0034-13-C-0076</div>			a. ORIGINAL <i>(Complete date in all cases)</i> DATE (YYYYMMDD) <div style="text-align: center;">20131007</div>	
	b. SUBCONTRACT NUMBER		<input checked="" type="checkbox"/>	b. REVISED <i>(Supersedes all previous specs)</i> REVISION NO. <div style="text-align: center;">1</div> DATE (YYYYMMDD) <div style="text-align: center;">20140905</div>	
	c. SOLICITATION OR OTHER NUMBER DUE DATE (YYYYMMDD)			c. FINAL <i>(Complete Item 5 in all cases)</i> DATE (YYYYMMDD)	
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b> <input type="checkbox"/> YES <input checked="" 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.					
<b>5. IS THIS A FINAL DD FORM 254?</b> <input type="checkbox"/> YES <input checked="" 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 _____.					
<b>6. CONTRACTOR</b> <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. NAME, ADDRESS, AND ZIP CODE Sawdey Solutions 1360 Technology Court Suite 300 Beavercreek OH 45430-2211		b. CAGE CODE <div style="text-align: center;">1TWX6</div>	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Detroit Field Office (IOFND) Defense Security Service 17177 N. Laurel Park Drive, Suite 423 Livonia, MI 48152-2659		
<b>7. SUBCONTRACTOR</b>					
a. NAME, ADDRESS, AND ZIP CODE N/A		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
<b>8. ACTUAL PERFORMANCE</b>					
a. LOCATION See Item #13		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b> DCMO Administrative Support Services. The primary objective of this contract is to establish general office support activities for the DCMO Front Office and each of the subordinate four (4) Directorates of the ODCMO.					
<b>10. CONTRACTOR WILL REQUIRE ACCESS TO:</b>					
	YES	NO	<b>11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</b>		
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	e. PERFORM SERVICES ONLY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(1) Sensitive Compartmented Information (SCI)	<input checked="" 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(2) Non-SCI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. NATO INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	l. OTHER <i>(Specify)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. OTHER <i>(Specify)</i> Requires access to OSD/DCMO Secure rooms and SCI facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Classified ADP processing will be involved. All provisions of DoD DIACAP and the new DoD Rick Management model apply.		

**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  Direct  Through (Specify)

Directorate for Freedom of Information and Security Review  
1155 Defense Pentagon Washington, DC 20301-1155

Note: Public release of any U.S government information is not authorized unless specifically approved in writing by the government.

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.

**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.)

10a: Contractor must forward request for COMSEC material/ information through government program manager. The contractor will require administrative access to classified COMSEC material. The contractor will not receipt, copy, or generate classified COMSEC material unless specifically authorized in writing by the Contacting Officer Representative (COR). The contractor must forward any request for COMSEC material/information through the government program manager to the COMSEC Manager. The contractor is governed by NSA policy 3-16. Access to COMSEC material is restricted to US Citizens holding a final US Government clearance. COMSEC briefings will be provided by the government COMSEC hand receipt holder.

10e (1) - Access to Sensitive Compartmented Information (SCI) is required for this effort. Contractor personnel requiring access to SCI information require a final U.S. Government TOP SECRET clearance and must be indoctrinated for TS/SCI access. See below requirements for the release of SCI Information/materials. Prior approval of contracting activity is required for subcontracting. Access to Intelligence information requires TS/SCI indoctrination and a final U.S. Government TOP SECRET clearance.

10e. (2) See section on Non-SCI Release of Intelligence Information section listed below for additional security requirements.

10j. FOR OFFICIAL USE ONLY (FOUO) : FOUO information provided under this contract shall be safeguarded as specified in DOD 5400.7-R, "Protecting for Official Use Only (FOUO) Information." See enclosed For Official Use Only Addendum. Also, all Controlled Unclassified Information must be controlled / protected in accordance with DODI 5200.01, Volume 4.

See Block #13 Continuation Page

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract.  Yes  No  
(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.)

See attachment for additional requirements for the release of SCI information to US Contractors. Access to intelligence information requires special briefings and a US Government clearance at the appropriate TS/SCI level. Approval of contracting activity is required for subcontracting.

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office.  Yes  No  
(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.)

SSO DIA has exclusive security responsibility for all SCI classified material release to or developed under this contract. DSS is relieved of security inspection responsibility for all such material. DIA is responsible for reviewing the contractor SCIF documentation to ensure compliance with SCIF regulations DSS retains oversight responsibility for collateral information.

**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.

a. TYPED NAME OF CERTIFYING OFFICIAL (b)(6)	b. TITLE Contracting	c. TELEPHONE (Include Area Code) (b)(6)
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d. ADDRESS (Include Zip Code) (b)(6)	<b>17. REQUIRED DISTRIBUTION</b> <input checked="" type="checkbox"/> a. CONTRACTOR <input checked="" type="checkbox"/> b. SUBCONTRACTOR <input type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR <input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION <input checked="" type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER <input checked="" type="checkbox"/> f. OTHERS AS NECESSARY
e. SIGNATURE (b)(6)	

**DD Form 254, Contract #HQ0034-13-C-0076, Block #13 Continuation Pages:**

**10.j. GENERAL - The following FOUO applies to Freedom of Information Act, DoD 5400.7-R; and the Privacy Act information.**

The FOUO marking is assigned to information at the time of its creation in a DOD Agency. It is not authorized as a substitute for a security classification marking but is used on official government information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act.

Use of the FOUO marking does not mean that the information cannot be released to the public, only that it must be reviewed by the Government prior to its release to determine whether a significant and legitimate government purpose is served by withholding the information or portions of it

**IDENTIFICATION MARKINGS:**

An unclassified document containing FOUO Information will be marked "For Official Use Only" at the bottom of the front cover (if any), on the first page, on each page containing FOUO information but no classified information, the portion will be marked, "FOUO."

Within a classified document, an individual page that contains both FOUO and classified information will be marked at the top and bottom with the highest security classification of information appearing on the page. If an individual portion contains FOUO information but no classified information, the portion will be marked, "FOUO."

Any "For Official Use Only" information released to a contractor by a DOD User Agency is required to be marked with the following statement prior to transfer:

This document contains information EXEMPT FROM MANDATORY DISCLOSURE under the FOIA. Exemptions 2 – 9 apply.

Removal of the "For Official Use Only" marking can only be accomplished by the originator or other competent authority. When the "For Official Use Only" status is terminated, all known holders will be notified to the extent practical.

**DISSEMINATION:** Contractors may disseminate "For Official Use Only" information to their employees and subcontractors who have a need for the information in connection with a classified contract only.

**STORAGE:** During working hours, "For Official Use Only" information shall be placed in an out-of-sight location if the work area is accessible to persons who do not have a need for the information. During non-working hours, the information shall be stored to preclude unauthorized access. Filing such material with other unclassified records in locked files or desk is adequate when internal building security is provided during non-

working hours. When such internal security control is not exercised, locked buildings or rooms will provide adequate after-hours protection or the material can be stored in locked receptacles such as file cabinets, desks, or bookcases.

**TRANSMISSION:** "For Official Use Only" information may be sent via first-class mail or parcel post. Bulky shipments may be sent by fourth-class mail.

**DISPOSITION:** When no longer needed, FOUO information may be disposed of by shredding or tearing each copy into pieces to preclude reconstructing, and placing it in a regular trash container or as directed by the User Agency.

**UNAUTHORIZED DISCLOSURE:** The unauthorized disclosure of "For Official Use Only" information does not constitute a security violation but the releasing agency should be informed of any unauthorized disclosure. The unauthorized disclosure of FOUO information protected by the Privacy Act may result in criminal sanctions.

**10e. (1) & (2). Release of Sensitive Compartmented Information (SCI) Intelligence Information Released to US Contractors**

**I. Requirements for access to SCI:**

a. All SCI will be handled in accordance with special security requirements, which will be furnished by the designated responsible special security office (SSO).

b. SCI will not be released to contractor employees without specific release approval of the originator of the material as outlined in governing directives; based on prior approval and certification of "need-to-know" by the designated contractor.

c. Names of contractor personnel requiring access to SCI will be submitted to the contract monitor (CM) or COR for approval. Upon receipt of written approval from the CM, the company security officer will submit request(s) for special background investigations in accordance with the NISPOM, to the Intelligence Support Office. The entire personnel security questionnaire package should not be forwarded to the Intelligence Support Office. The Contractor Special Security Officer (CSSO) must follow the instructions provided by the Intelligence Support Office to the CSSO.

d. Inquiries pertaining to classification guidance on SCI will be directed through the CSSO to the responsible CM/COR as indicated on the DD Form 254.

e. SCI furnished in support of this contract remains the property of the Department of Defense (DoD) department, agency, or command originator. Upon completion or cancellation of the contract, SCI furnished will be returned to the direct custody of the supporting SSO, or destroyed IAW instructions outlined by the CM/COR.

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f. SCI will be stored and maintained only in properly accredited facilities at the contractor location.

2. The CM/COR will:

a. Review the SCI product for contract applicability and determine that the product is required by the contractor to complete contractual obligations. After the CM/COR has reviewed the SCI product(s) for contract applicability and determined that the product is required by the contractor to complete the task the CM/COR must request approval for release from the originator, through the Intelligence Division, based on the product types listed below:

(1) Documents bearing the control markings of ORCON, PROPIN.

(2) GAMMA controlled documents.

(3) Any NSA/SPECIAL marked product.

(4) All categories as listed in DoD 5105.21-M-1

a. Prepare or review contractor billet/access requests to insure satisfactory justification (need-to-know) and completeness of required information.

b. Approve and coordinate visits by contractor employees when such visits are conducted as part of the contract effort.

c. Maintain records of all SCI material provided to the contractor in support of the contract effort. By 15 January (annually), provide the contractor, for inventory purposes, with a complete list of all documents transferred by contract number, organizational control number, copy number, and document title.

d. Determine dissemination of SCI studies or materials originated or developed by the contractor.

e. Within 30 days after completion of the contract, provide written disposition instructions for all SCI material furnished to, or generated by, the contractor with an information copy to the supporting SSO.

f. Review and forward all contractor requests to process SCI electronically to the accrediting SSO for coordination through appropriate SCI channels.

g. Request for release of intelligence material to a contractor must be prepared by the contract monitor (CM) and submitted to the Intelligence Support Office. This should be accomplished as soon as possible after the contract has been awarded. The request will be

