

**DEPARTMENT OF DEFENSE  
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

*(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)*

**1. CLEARANCE AND SAFEGUARDING**

a. FACILITY CLEARANCE REQUIRED

**SECRET**

b. LEVEL OF SAFEGUARDING REQUIRED

**SECRET**

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

a. PRIME CONTRACT NUMBER

b. SUBCONTRACT NUMBER

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

a. ORIGINAL (Complete date in all cases)

DATE (YYYYMMDD)

20040708

b. REVISED  
(Supersedes all previous specs)

REVISION NO.

DATE (YYYYMMDD)

c. SOLICITATION OR OTHER NUMBER

DUE DATE (YYYYMMDD)

W56HZV-04-Q-RA01

20040820

c. FINAL (Complete Item 5 in all cases)

DATE (YYYYMMDD)

**4. IS THIS A FOLLOW-ON CONTRACT?**

YES

NO

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?**

YES

NO

If Yes, complete the following:

In response to the contractor's request \_\_\_\_\_

, 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

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

**7. SUBCONTRACTOR**

a. NAME, ADDRESS, AND ZIP CODE

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

**8. ACTUAL PERFORMANCE**

a. LOCATION

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

**9. GENERAL IDENTIFICATION OF THIS PROCUREMENT**

**ENGINEERING SERVICES FOR THE NEXT GENERATION ADVANCED CONCEPTS TECHNOLOGY DEMONSTRATION (ACTD) PROGRAM.**

**10. CONTRACTOR WILL REQUIRE ACCESS TO:**

YES

NO

a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION

b. RESTRICTED DATA

c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION

d. FORMERLY RESTRICTED DATA

e. INTELLIGENCE INFORMATION

(1) Sensitive Compartmented Information (SCI)

(2) Non-SCI

f. SPECIAL ACCESS INFORMATION

g. NATO INFORMATION

h. FOREIGN GOVERNMENT INFORMATION

i. LIMITED DISSEMINATION INFORMATION

j. FOR OFFICIAL USE ONLY INFORMATION

k. OTHER (Specify)

**11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:**

YES

NO

a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY

b. RECEIVE CLASSIFIED DOCUMENTS ONLY

c. RECEIVE AND GENERATE CLASSIFIED 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 TEMPEST REQUIREMENTS

j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS

k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE

l. OTHER (Specify)

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*)

PROCURING CONTRACTING OFFICER TO PUBLIC AFFAIRS OFFICE.

SEE G2 OPSEC CLAUSE FOR DD254(ATTACHMENT 1)

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.*)

SEE ATTACHMENTS TITLED, "SECURITY CLASSIFICATION GUIDE FOR ARMOR MATERIALS (1-APR 2002) AND TECHNOLOGY" AND "SECURITY CLASSIFICATION GUIDE FOR LOW/COUNTER LOW OBSERVABLE (LO/CLO) PROGRAMS". (1 OCT 02)

CLASSIFY INFORMATION GENERATED IN PERFORMANCE OF THIS CONTRACT ACCORDING TO THE MARKINGS SHOWN ON THE SOURCE MATERIAL.

THE CONTRACTOR REQUIRES ACCESS TO CLASSIFIED SOURCE DATA UP TO AND INCLUDING SECRET IN SUPPORT OF THE WORK EFFORT. ANY EXTRACTS OR USE OF SUCH DATA REQUIRES THE CONTRACTOR TO APPLY DERIVATIVE CLASSIFICATIONS AND MARKINGS CONSISTENT WITH THE SOURCE DOCUMENTS. USE OF "MULTIPLE SOURCES" ON THE "CLASSIFIES BY" LINE NECESSITATES COMPLIANCE WITH THE ISM, PARAGRAPH 4-208, AND USE OF BIBLIOGRAPHY.

THIS SUBCONTRACTOR MUST PROVIDE ADEQUATE STORAGE FOR CLASSIFIED HARDWARE TO THE LEVEL OF SECRET WHICH IS OF THE SIZE OR QUANTITY THAT IT CANNOT BE SAFEGUARDED IN AN APPROVED STORAGE CONTAINER.

CONTRACT IS FOR ENGINEERING SERVICES. CLASSIFICATION MARKING ON THE MATERIAL TO BE FURNISHED PROVIDES THE CLASSIFICATION GUIDANCE NECESSARY FOR PERFORMANCE OF THIS CONTRACT.

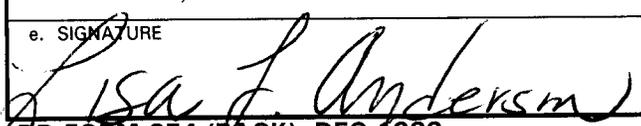
SEE ATTACHED GUIDANCE FOR FOUO.

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 BLOCK 13

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.*)

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 LISA L. ANDERSON	b. TITLE SECURITY MANAGER	c. TELEPHONE ( <i>Include Area Code</i> ) (586) 574-5951
d. ADDRESS ( <i>Include Zip Code</i> ) US ARMY TACOM/TARDEC ATTN:AMSTA-TR-R, MS 263 WARREN, MI 48397-5000	17. <b>REQUIRED DISTRIBUTION</b>	
e. SIGNATURE 	<input checked="" type="checkbox"/> a. CONTRACTOR	
	<input checked="" type="checkbox"/> b. SUBCONTRACTOR	
	<input checked="" 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 type="checkbox"/> f. OTHERS AS NECESSARY	

**Attachment 1**

**Documentation, other forms of communication, and materials created for or by TACOM and intended for unlimited/unclassified (public domain) distribution are subject to a Government OPSEC Review. This review requires the completion of an OPSEC review Certification (Refer to Sample STA Form 7114 enclosed) and must accompany the material that is being considered for public release. The OPSEC Review process requires that the information/material be given an internal (technical) review by the Government Organization that owns the information/material, and the reviewer be someone other than the individual who prepared the information. Following the technical review, the material must be submitted through the TACOM G2 and the TACOM Public Affairs Office for their respective reviews of the information/material prior to a final determination and distribution. Individuals involved in the OPSEC review process, must sign the OPSEC Review Certification (STA Form 7114) Copies of the OPSEC Review Certification will be retained on file, by the Contractor, Government Organization, TACOM G2, and TACOM Public Affairs Office.**

**TACOM GRANTS AND CONTRACTING OFFICER  
USATACOM  
ATTN: AMSTA-AQ-ABGB (ED YOUNG)  
6501 E. ELEVEN MILE ROAD  
WARREN, MI 48397-5000**

**TACOM COTR POC:  
USATACOM  
ATTN: AMSRD-TAR-N (DON SZKUBIEL)  
6501 E. ELEVEN MILE ROAD  
WARREN, MI 48397-5000**

**TACOM G2 ADDRESS AND POC  
USATACOM  
ATTN: AMSTA-CS-S (GARRY REYNOLDS)  
6501 E. ELEVEN MILE ROAD  
WARREN, MI 48397-5000**

**TACOM PUBLIC AFFAIRS ADDRESS AND POC:  
USATACOM  
ATTN: AMSTA-CS-P (E. EMERTON)  
6501 E. ELEVEN MILE ROAD  
WARREN, MI 48397-5000**

**SAFEGUARDING “FOR OFFICIAL USE ONLY (FOUO)” INFORMATION**  
(Provided by the Deputy Chief of Staff for Intelligence (DCSINT))

1. The “FOR OFFICIAL USE ONLY” marking is assigned to information at the time of its creation in a DOD User Agency. It is not authorized as a substitute for a security classification marking but it is used on official government Information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act.
2. Other non-security markings such as “Limited Official Use” and “Official Use Only” are used by non-DOD user Agencies for the same type of information and should be safeguarded and handled in accordance with instructions received from such agencies.
3. Use of the above markings 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 Government purpose is served by withholding the information portions of it.

**4. IDENTIFICATION MARKINGS:**

a. 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, on the pack page, and on the outside back cover (if any). No portion marking will be shown.

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

c. 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 EXCEPT FROM MANDATORY DISCLOSURE UNDER THE FOIA. EXEMPTIONS 3 APPLY.**

d. Removal of the “FOR OFFICIAL USE ONLY” marking can only be accomplished by the originator or other competent authority. When “FOR OFFICIAL USE ONLY” status is terminated, all known holders will be notified to the extent possible.

**5. 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.

**6. STORAGE:** During working hours "FOR OFFICIAL USE ONLY" information shall be placed in and 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 unlocked files or desks 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.

**7. TRANSMISSION:** "FOR OFFICIAL USE ONLY" information may be sent via first-class mail or parcel post. Bulky shipments may be sent fourth-class mail.

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

**9. UNAUTHORIZED DISCLOSURE:** 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.

10. The "FOR OFFICIAL USE ONLY" documentation may be withheld from public distribution in accordance with DoD Directive 5230.25 and Enclosure 5. Only qualified US contractors will have the information provided in accordance with DoD Directive 5230.25.