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: June 30, 2025

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
None

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

- [ ] **a. PRIME CONTRACT NUMBER** *(See instructions.)*
- [ ] **b. SUBCONTRACT NUMBER**
- [x] **c. SOLICITATION NUMBER** 19AQMM-24-R-0113 — **DUE DATE** *(YYYYMMDD)* 20240711

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

- [x] **a. ORIGINAL** *(Complete date in all cases.)* — **DATE** *(YYYYMMDD)* 20240612
- [ ] **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? [X] 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? [X] 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	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE(S) (CSO) *(Name, Address, ZIP Code, Telephone required; Email Address optional)*

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.)*	b. CAGE CODE *(If applicable, see Instructions.)*	c. COGNIZANT SECURITY OFFICE(S) (CSO) *(Name, Address, ZIP Code, Telephone required; Email Address optional)*
Department of State locations	19AQMM	

9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT

To provide and support the CA/CST NextGen Passport Personalization Printers at all Domestic Passport Sites, 29 domestic passport Agencies, Passport Centers, non-production environment (NPE) sites and new site locations

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 instuctions.)*
- ☑ k. OTHER (Specify) *(See instructions.)*
  - ☑ k.1. SENSITIVE BUT UNCLASSIFIED INFORMATION (SBU)

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.)*
  - ☑ m.1. REQUIRE CONNECTIVITY TO DEPT. STATE COMPUTER SYSTEM
  - ☑ MRPTs are AUTHORIZED

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 (NISPOM) 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:

Department of State, DS/IS/IND, SA-20, 13th Floor, Washington, DC 20520

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.)

[DD Form 254 Section 13 Security Guidance is provided separately starting on page 4.]

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
Fannie C. Gillespie, Deputy Section Chief, DCSS

SIGNATURE FANNIE C GILLESPIE Digitally signed by FANNIE C GILLESPIE Date: 2024.06.28 10:49:13 -04'00'

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.)

See Personnel Background Investigation Procedures

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)

a. GCA NAME	c. ADDRESS *(Include ZIP Code)*	d. POC NAME
Department of State	2201 "C" Street, NW Washington, DC 20520	Fannie Gillespie
b. ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE *(See Instructions)*		**e. POC TELEPHONE** *(Include Area Code)*
19AQMM		(571) 345-3022
		f. EMAIL ADDRESS *(See Instructions)*
		GillespieFC@state.gov

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.

a. TYPED NAME OF CERTIFYING OFFICIAL *(Last, First, Middle Initial)* *(See Instructions)*	d. AAC OF THE CONTRACTING OFFICE *(See Instructions)*	h. SIGNATURE
for Kim Colon	19AQMM	FANNIE C GILLESPIE
b. TITLE	**e. CAGE CODE OF THE PRIME CONTRACTOR** *(See Instructions.)*	
Division Chief		
c. ADDRESS *(Include ZIP Code)*	**f. TELEPHONE** *(Include Area Code)*	**i. DATE SIGNED** *(See Instructions)*
DS/IS/IND, SA-20, 13th Fl. 2201 C St. NW Washington, DC 20520	(571) 345-3032	Digitally signed by FANNIE C GILLESPIE Date: 2024.06.28 10:50:13 -04'00'
	g. EMAIL ADDRESS *(See Instructions)*	
	ColonK@state.gov	

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.)*

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.

Contractor personnel assigned to this contract shall possess a TOP SECRET or SECRET personnel security clearance issued by the Defense Counterintelligence and Security Agency (DCSA) prior to contract performance.

Contractor personnel specifically designated by the Contracting Officer's Representative (COR) will be required to have a Moderate Risk Public Trust (MRPT) determination conducted by the Bureau of Diplomatic Security.

Visit Authorization Requests (VAR) are to be sent to Department of State (DOS), DS/IS/IND, Washington, DC 20520, via email: DS_IND_contractorVARS@state.gov. A VAR is valid for 12 months; an updated VAR is required 30 days prior to the current VAR expiring.

All DD Forms 254 for proposed subcontractors required to provide cleared personnel shall be forwarded to DS/IS/IND for generation and certification prior to issuance to the subcontractor and prior to access to any classified information or controlled access areas. Proposed subcontractors must be reviewed by DS/IS/IND prior to contract performance. The prime contractor shall provide a current signed (by both parties) Subcontract Agreement (with subcontract number listed) between the entities outlining specific Statement of Work (SOW) to be performed by the subcontractor, to include all security requirements.

While at DOS locations, the contractor shall comply with applicable DOS regulations relative to protection of classified and/or sensitive information, including the National Industrial Security Program Operating Manual (NISPOM) (32 CFR Part 117) and 12 Foreign Affairs Manual (FAM) 500 and 600. DS/IS/IND is responsible for reviewing contractors assigned to DOS locations.

Security clearance requirements for contractors accessing DOS domestic or overseas information systems shall be in accordance with 12 FAM 600. Furthermore, citizens of specifically designated human intelligence and/or technical intelligence threat countries shall not develop, modify, or perform maintenance on software developed for use on DOS computer systems without approval by DS/CTS.

Contractors shall immediately report any adverse information concerning any cleared contractor employees performing on DOS contracts to DCSA in accordance with the NISPOM and to DS/IS/IND in accordance with 12 FAM 576.

Contractor personnel working on DOS contracts must report impending marriage, cohabitation and other continuing bonds of affection with foreign nationals to the COR and DS/IS/IND, in accordance with 12 FAM 275.

Classified storage is not required for performance on this contract; therefore, no discussion, storage, or generation of classified information shall take place at the contractor's facility.

SBU Information: See 12 FAM 540 for guidance regarding Handling, Access, Dissemination, and Release of SBU

All FAM references can be viewed on the DOS website, www.state.gov

CO (A/OPE/AQM/WW): Kathleen J. Mejia / (771) 205-1837 / MejiaKJ@state.gov

COR (CA/CST/SDO): Shirl D. Coley / (202) 485-7788 / ColeySD2@state.gov

DS/IS/IND Point of Contact: Fanne C. Gillespie / (571) 345-3022 / GillespieFC@state.gov

PERSONNEL BACKGROUND INVESTIGATION PROCEDURES

Contractor personnel requiring a personnel background investigation prior to assignment to this contract/task order shall contact your Industrial Security Division (DS/IS/IND) representative and provide required employee information.

Domestic Team:

- Mailbox: DSISINDqueries@state.gov

Overseas Buildings Operations (OBO) Team:

- Mailbox: DS_IND_OBOTeam@state.gov

Special Projects Team:

- Mailbox: DSIND_PSD@state.gov

Applicants will work directly with a Clearance Coordinator, a security professional, who will answer questions and address concerns. A ServiceNow interface will be used to create a case, and a Clearance Coordinator will use this information to determine if an applicant may be eligible for reciprocity, or if they require a full background investigation. If a full background investigation is required, the Clearance Coordinator will establish an eAPP link for the applicant to access and complete a SF-85P and SF-85PS. The applicant will work closely with a Clearance Coordinator in the completion and submittal of the eAPP forms. The applicant must also submit the following: a signed Drug Certification document, (2) completed FD-258 Fingerprint cards or electronic fingerprints, and a signed Fingerprints Privacy Statement. Some applicants may be required to provide additional documents; the Clearance Coordinator will work directly with the employees to obtain all necessary documents.

NOTE: DS/SI/PSS cannot conduct concurrent investigations. If the applicant has an investigation underway with another agency, such as: OPM, DCSA, etc., the application will be rejected.

DS/SI/PSS will conduct preliminary checks in conjunction with the investigation. If favorable, the individual will be granted an interim determination and is authorized contract/task order performance while their final determination is pending. An individual, who does not pass the preliminary checks, will be denied an interim determination and is **NOT** authorized assignment to the contract/task order until they receive a favorably adjudicated final determination. If the contractor does not receive a favorable final determination, the company must remove the individual from the contract/task order, at no cost to the government. After receiving a favorably adjudicated final determination, DS/SI/PSS may require an applicant to undergo periodic reinvestigation for continued contract/task order performance.

The Facility Security Officer (FSO), or designated company security point of contact, must notify DS/IS/IND withing 48 business hours when an employee terminates or resigns from the

contract/task order. DS will terminate their access to all facilities. In addition, DS/IS/IND will cancel the investigation, if still pending.

NOTE: Contractor employees possessing personnel security clearances or public trust determinations with other agencies, or performing on a different Department of State contract, must be processed for reciprocity before allowed to perform on this contract.

The Clearance Coordinator will determine if an employee may qualify for reciprocity and will obtain a signed Drug Certification. The Clearance Coordinator will forward the case to the appropriate team for action. If, after submitting a case for reciprocity, it is determined that a full background investigation is required, the Clearance Coordinator will contact the employee to start the process. *Reciprocity must be granted prior to contract performance.*

The FSO Facility Security Officer (FSO), or designated company security point of contact shall report any adverse information pertaining to contractor employees performing on the contract/task order.

Security requirements for contractors accessing the Department's domestic or overseas unclassified information systems shall be in accordance with 12 Foreign Affairs Manual Section 600 (12 FAM 600).

Some contracts may require contracting companies to provide additional documents for their employees directly to DS/IS/IND. Your DS/IS/IND representative will let you know of any additional requirements.

Please address any questions or concerns to your DS/IS/IND representative.