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: August 31, 2028

The public reporting burden for this collection of information, 0704-0567, is estimated to average 36 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)*
Secret

b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/ MATERIAL REQUIRED AT CONTRACTOR FACILITY
None (See instructions)

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

☐ **a. PRIME CONTRACT NUMBER** *(See instructions.)*

☐ **b. SUBCONTRACT NUMBER**

☒ **c. SOLICITATION OR OTHER NUMBER** **DUE DATE** *(YYYYMMDD)*
N50054-26-R-0006

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

☒ **a. ORIGINAL** *(Complete date in all cases.)* **DATE** *(YYYYMMDD)* 20260120

☐ **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 N50054-21-C-0003 *(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	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)*
All Mid Atlantic Regional Maintenance Center Locations in Hampton Roads Area		Mid Atlantic Regional Maintenance Center Norfolk, VA 23511
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)*
All work performed only at MARMC Buildings located in Hampton Roads, Virginia area (primarily Norfolk, Portsmouth, Chesapeake, and Virginia Beach, VA);		Mid Atlantic Regional Maintenance Center 9727 Avionics Loop Norfolk, VA 23511

9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT
Provide Technical and Professional Support Services to facilitate the overall objectives of MARMC. Provide Naval Architecture and Damage Control Support to Mid Atlantic Regional Maintenance Center (MARMC).

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 DoDI 5200.48, 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 (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:**
Commanding Officer Mid Atlantic Regional Maintenance Center	

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.)

-An Active (SECRET) Facility Clearance (FCL) is required for performance on this contract. The contractor DOES NOT REQUIRE Safeguarding.
-Item: 10(j). All Controlled Unclassified Information (CUI) associated with this contract must be protected per the guidance provided for Item 11(l) of this DD Form 254.
-Item 11(e), MARMC Administrative Services: This contract is for Administrative and Professional Support services in spaces which may processes classified information at the MID Atlantic Regional Maintenance Center Buildings or its associated cleared facilities located in

the Hampton Roads VA. Area. Actual knowledge of, generation, or production of classified information is not required for performance of this contract. Personnel cleared at the (SECRET,) level are required to perform this service because access to classified information cannot be precluded by escorting personnel. Classification guidance needed for performance will be provided by the using activity.-Item: 11(j). The Contractor shall utilize the MARMC's Critical Information and Indicators to help identify and protect critical information associated with this contract.

-Item: 11(j). Continued: During the period of this contract, the Contractor may be exposed to, use, or produce, MARMC Critical Information (CI) and/or observables and indicators which
may lead to discovery of CI. MARMC's CI will not be distributed to unauthorized third parties, including foreign governments, or companies under Foreign Ownership, Control, or Influence (FOCI).

-Item: 11(j). Continued: Assembled large components/systems being transported to and from testing areas, other production or government facilities (whether or not on public roadways) shall be in an enclosed van trailer or covered flatbed trailer. Component/System outside storage, staging, and test areas shall be shielded/obscured from public view wherever physically possible.

-Item: 11(j). Continued: MARMC's CI shall not be publicized in corporate wide newsletters, trade magazines, displays, intranet pages or public facing websites. Media requests related to this project shall be directed to MARMC Public Release Authority listed in Item 17of this DD Form 254.

-Item: 11(j). Continued: Any attempt by unauthorized third parties to solicit, obtain, photograph, or record, or; incidents of loss/ compromise of government Classified or CI, Business Sensitive and Company Proprietary information related to this contract or other programs must be immediately reported to the Facility Security Officer, DCSA and/or the Naval Criminal Investigative Service, and MARMC's Industrial Security. Questions concerning these requirements shall be directed to MARMC's Industrial Security listed in item 17 of this DD-254.

-Item: 11(j). Continued: Performance under this contract requires the contractor to adhere to OPSEC requirements. OPSEC requirements are additional to the requirements of (c) DoDM 5220.32, National Industrial Security Program Operating Manual (Now part 117 of title 32. Code of Federal Regulations), therefore, the Contractor may not impose OPSEC requirements on its subcontractors unless MARMC approves the OPSEC requirements.

-Item: 11(l): Legacy information from existing documents (e.g. Technical Manuals) marked For Official Use Only or FOUO, that is used to create a new document/correspondence, shall follow the minimum marking requirements of DoDI 5200.48, Section 3, paragraph 3.4.a, and include the acronym "CUI" in the banner and footer of the document. Nonfederal information systems storing and processing CUI shall be protected per NIST SP-800-171, or subsequent revisions. All transmissions to personal email accounts (AOL, Yahoo, Hotmail, Comcast, etc.) and posting on social media websites (Facebook, Instagram, Twitter, LinkedIn, etc.) are prohibited. Destroy all CUI associated with this contract by any of the following approved methods: A cross-cut shredder; a certified commercial destruction vendor; a central destruction facility; incineration; chemical decomposition; pulverizing, disintegration; or methods approved for classified destruction.

-All classified documents must be destroyed using a National Security Agency (NSA) approved high security crosscut shredder listed on the NSA/CSS evaluated products list(EPL) for high security crosscut paper shredders, or other approved method for destroying classified information.

-All classified information involved in security incidents shall be retained and provided to the certifying official in Item 16 of this DD 254 for classification review.

-All security related issues, incidents, or requests pertaining to this contract shall be presented in writing by the contractor's Facility Security Officer (FSO) to the individual identified in block 16(a) of this DD254. The contractor shall abide by other reporting requirements outlined in the DoDM 5220.32, National Industrial Security Program Operating Manual (Now part 117 of title 32. Code of Federal Regulations),

-Forward a copy of subcontractor DD 254s issued under this contract to the official shown in item 16 of this DD254.

-The program sponsor for this contract is: Genesis Strowder/757-400-1183/genesis.l.strowder.civ@us.navy.mil

-Security POC is John Johnson/757-400-0356/john.i.johnson41.civ@us.navy.mil

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

OPSEC Requirements for this contract are reflected in item 13 of this form DD-254 in Item : 11J

NAME & TITLE OF REVIEWING OFFICIAL

Charles H. Miller
MARMC OPSEC Lead

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)

a. GCA NAME Mid-Atlantic Regional Maintenance Center	**c. ADDRESS** *(Include ZIP Code)* 9727 Avionics Loop, Norfolk VA, 235111-2124	**d. POC NAME**
		e. POC TELEPHONE *(Include Area Code)*
b. ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE *(See Instructions)* N50054		**f. EMAIL ADDRESS** *(See Instructions)*

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)* Johnson, John, I.	**d. AAC OF THE CONTRACTING OFFICE** *(See Instructions)*	**h. SIGNATURE**
b. TITLE SCO	**e. CAGE CODE OF THE PRIME CONTRACTOR** *(See Instructions.)*	
c. ADDRESS *(Include ZIP Code)* 9727 Avionics Loop, Norfolk VA, 235111-2124	**f. TELEPHONE** *(Include Area Code)*	**i. DATE SIGNED** *(See Instructions)*
	g. EMAIL ADDRESS *(See Instructions)*	

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.)*