

**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  
TOP SECRET  
b. LEVEL OF SAFEGUARDING REQUIRED  
TOP SECRET

2. THIS SPECIFICATION IS FOR: (x and complete as applicable)		3. THIS SPECIFICATION IS: (x and complete as applicable)	
a. PRIME CONTRACT NUMBER		a. ORIGINAL (Complete date in all cases)	Date (YYMMDD)
b. SUBCONTRACT NUMBER		b. REVISED (Supersedes all previous specs)	Revision No. Date (YYMMDD)
c. SOLICITATION OR OTHER NUMBER N00014-03-R-0008	DUE DATE (YYMMDD)	c. FINAL (Complete Item 5 in all cases)	Date (YYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	If Yes, complete the following:  (Preceding Contract Number) is transferred to this follow-on contract.	
5. IS THIS A FINAL DD FORM 254?	<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 identified 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)	
TO BE DETERMINED			
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			
Technical support Services for the MDDPAC Technical Division of the Office of Naval Research.			
10. THIS CONTRACT WILL REQUIRE ACCESS TO:		11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
b. RESTRICTED DATA	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
d. FORMERLY RESTRICTED DATA	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
e. INTELLIGENCE INFORMATION:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	e. PERFORM SERVICES ONLY	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
(1) Sensitive Compartmented Information (SCI)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
(2) Non-SCI	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
f. SPECIAL ACCESS INFORMATION	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
g. NATO INFORMATION	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	i. HAVE TEMPEST REQUIREMENTS	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
h. FOREIGN GOVERNMENT INFORMATION	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
i. LIMITED DISSEMINATION INFORMATION	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	l. OTHER (Specify)	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
k. OTHER (Specify) Item 10j: See attachment No. 1	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

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):  
 None authorized

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.)

- The Contracting Officer's Representative will provide security classification guidance for performance of this contract.
- The official listed in item 16 will certify need-to-know (e.g., visit requests/documents) for the contractor.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (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.)

Yes  No

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (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.)

Yes  No

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 Jennifer G. Ramsey ramseyj@onr.navy.mil	b. TITLE Contracting Officer for Security Matters
c. TELEPHONE (Include Area Code) (703) 696-4618	

d. ADDRESS (Include Zip Code) Office of Naval Research, ONR 43 BCT#1, 800 North Quincy Street Arlington, VA 22217-5660	17. REQUIRED DISTRIBUTION <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">a. CONTRACTOR</td> <td style="text-align: center;">X</td> </tr> <tr> <td style="text-align: center;">b. SUBCONTRACTOR</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR</td> <td style="text-align: center;">X</td> </tr> <tr> <td style="text-align: center;">d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">e. ADMINISTRATIVE CONTRACTING OFFICER</td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">f. OTHERS AS NECESSARY</td> <td style="text-align: center;">X</td> </tr> </table>	a. CONTRACTOR	X	b. SUBCONTRACTOR		c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR	X	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION		e. ADMINISTRATIVE CONTRACTING OFFICER		f. OTHERS AS NECESSARY	X
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e. ADMINISTRATIVE CONTRACTING OFFICER													
f. OTHERS AS NECESSARY	X												
e. SIGNATURE													

**Non-Disclosure Agreement Regarding Contractor Support  
for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees,  
both in his personal capacity and as an employee of \_\_\_\_\_,  
as follows:

**BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
  - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
  - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
  - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.

- iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
  - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
  - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

#### AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

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<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_