

**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)

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

| | | | | |
|---------------------------------|-------------------|-------------------------------------|--|-------------------------------|
| a. PRIME CONTRACT NUMBER | | <input checked="" type="checkbox"/> | 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 | DUE DATE (YYMMDD) | | c. FINAL (Complete item 5 in all cases) | Date (YYMMDD) |

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 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
Ship Tracking Program Support

| 10. THIS CONTRACT WILL REQUIRE ACCESS TO: | YES | NO | 11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL: | YES | NO |
|---|-------------------------------------|-------------------------------------|--|-------------------------------------|-------------------------------------|
| a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION | | <input checked="" type="checkbox"/> | a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY | | <input checked="" type="checkbox"/> |
| b. RESTRICTED DATA | | <input checked="" type="checkbox"/> | b. RECEIVE CLASSIFIED DOCUMENTS ONLY | | <input checked="" type="checkbox"/> |
| c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION | | <input checked="" type="checkbox"/> | c. RECEIVE AND GENERATE CLASSIFIED MATERIAL | <input checked="" type="checkbox"/> | |
| d. FORMERLY RESTRICTED DATA | | <input checked="" type="checkbox"/> | d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE | | <input checked="" type="checkbox"/> |
| e. INTELLIGENCE INFORMATION: | | | e. PERFORM SERVICES ONLY | | <input checked="" type="checkbox"/> |
| (1) Sensitive Compartmented Information (SCI) | | <input checked="" type="checkbox"/> | f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES | | <input checked="" type="checkbox"/> |
| (2) Non-SCI | | <input checked="" type="checkbox"/> | g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER | <input checked="" type="checkbox"/> | |
| f. SPECIAL ACCESS INFORMATION | | <input checked="" type="checkbox"/> | h. REQUIRE A COMSEC ACCOUNT | | <input checked="" type="checkbox"/> |
| g. NATO INFORMATION | | <input checked="" type="checkbox"/> | i. HAVE TEMPEST REQUIREMENTS | | <input checked="" type="checkbox"/> |
| h. FOREIGN GOVERNMENT INFORMATION | | <input checked="" type="checkbox"/> | j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS | | <input checked="" type="checkbox"/> |
| i. LIMITED DISSEMINATION INFORMATION | | <input checked="" type="checkbox"/> | k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE | | <input checked="" type="checkbox"/> |
| j. FOR OFFICIAL USE ONLY INFORMATION | <input checked="" type="checkbox"/> | | l. OTHER (Specify) | | |
| k. OTHER (Specify) | | | Item 11j: Submit request to official in item 16. | | |
| Item 10j: See Attachment No. 1. | | | | | |

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):

Office of Naval Research, ONR 43, Ballston Centre Tower One, 800 North Quincy Street, Arlington VA 22217-5660

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.)

- Information generated under this contract shall be classified in accordance with OPNAVINST S5513.8B, enclosure (18).
- Distribution shall be only as prescribed by the Program Officer.
- The Official shown in Item 16 will certify need to know (e.g., for visit requests/documents) for the contractor.

Program officer:
Office of Naval Research
Ballston Centre Tower One
800 North Quincy Street
Arlington VA 22217-5660

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 Ballston Centre Tower One, 800 North Quincy Street, Arlington, VA 22217-5660 | 17. REQUIRED DISTRIBUTION <input checked="" type="checkbox"/> a. CONTRACTOR <input 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 type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER <input checked="" type="checkbox"/> f. OTHERS AS NECESSARY ONR 313, 43, 25 |
| e. SIGNATURE | |

"FOR OFFICIAL USE ONLY" INFORMATION SHEET

ONR 43 will replace

1. General

a. The "For Official Use Only" (FOUO) marking is assigned to information at the time of its creation by 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.

b. 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.

2. 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 back page, and on the outside of the back cover (if any). No portion markings will be shown.

b. 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."

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

This document contains information EXEMPT FROM MANDATORY DISCLOSURE under the FOIA. Exemption(s) _____ apply.

d. 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.

3. 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.

4. 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 nonworking 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 nonworking 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.

5. 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.

6. 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 regular trash container or as directed by the DoD Agency.

7. 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.