



Memo 25/04
23 Jul 2025

MEMORANDUM

From: Stephen C. Schreppler, Ocean Explorer (OEX) Program Officer, Sea Warfare and Weapons (ONR 33)

To: Potential OEX Large Underwater Vehicle Demonstrator Performers

Subj: **GUIDANCE TO RECEIVE OEX GOVERNMENT FURNISHED INFORMATION**

Ref: (a) BAA Call N0001425SBC04, "Special Program Announcement for Office of Naval Research. Research Opportunity: Ocean Explorer (OEX) Large Underwater Vehicle Demonstrator Industry Day."

1. **Purpose.** The purpose of this memorandum is to provide guidance for receiving government furnished information (GFI) for the creation of white papers and proposals under reference (a).

2. **Guidance to Receive OEX GFI.** ONR prepared a DD 254 containing security guidance to complete OEX BAA white papers and proposals. Due to security reasons, this DD254 will be made available to contractors upon completion of the steps outlined below.

To receive GFI under this BAA call, potential performers must submit a formal request to ONR on company letterhead (i.e., "letterhead request"). The letterhead request must include:

a. Details required for DD 254 Block 6, to include contractor name, classified mailing address, and phone number; contractor Commercial and Government Entity (CAGE) code; and cognizant security officer (CSO) information.

b. Details required for DD 254 Block 8, to include facility name and address; CAGE code; and CSO information. Block 8 must include the locations of all facilities at which potential performers will create white papers and proposals for this BAA call.

3. All letterhead requests must be in PDF format and must be submitted by email **no later than Friday, 1 August**, to the following:

a. **Stephen C. Schreppler.** Program Officer. stephen.c.schreppler.civ@us.navy.mil

b. **Leila Hemenway.** Contracting Officer. leila.k.hemenway.civ@us.navy.mil

c. **Diana Pacheco.** Special Security Officer. diana.r.pacheco.civ@us.navy.mil



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4. Upon receipt of the letterhead request, ONR will verify that the contractor has an approved classified mailing address and CAGE code. Once verified:

a. ONR will forward DD254 to the contractor CSO via email.

(1) Requesters/Team Leads are not authorized to flow down DD 254 access requirements, or security classification guidance (SCG) package to any potential subcontractor or teaming partners.

b. ONR will mail one serialized classified CD-ROM and one serialized Controlled Unclassified Information (CUI) CD-ROM. This media contains all GFI to assist with preparing white papers and proposals for the OEX BAA call.

(1) The GFI media will be mailed to the authorized classified mailing address identified for DD 254 Block 6. Possible performers may forward GFI to the performance location(s) identified for DD 254 Block 8 but must track dissemination to these locations.

5. Potential performers must refer to DD 254 Block 13 for detailed security guidance to prepare OEX BAA white papers and proposals.

6. Upon completion of white paper and proposal writing, potential performers must return the GFI media by mail to the ONR security office. Refer to DD 254, Block 13 for additional details.

7. White papers and proposals must be prepared using the classification guidance identified in DD 254 and must be properly marked in accordance with Department of Defense (DoD) guidelines. These references will be provided as part of the OEX BAA GFI. Refer to DD254 Block 13 for detailed security guidance.

a. ONR will accept white papers and proposals at the Classified and CUI classification levels. If a proposal is classified, potential performers should follow the instructions for submitting on the ONR OEX BAA call website at <https://www.onr.navy.mil/work-with-us/funding-opportunities/ocean-explorer-oex-large-underwater-vehicle-demonstrator>



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