

**DEPARTMENT OF DEFENSE  
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

*(The requirements of the National Industrial Security Program Operating Manual apply to all security aspects of this effort)*

**1. CLEARANCE AND SAFEGUARDING**

a. FACILITY CLEARANCE REQUIRED: **Secret**

b. LEVEL OF SAFEGUARDING REQUIRED: **None**

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

|                                     |                                 |
|-------------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> | a. PRIME CONTRACT NUMBER        |
|                                     | b. SUBCONTRACT NUMBER           |
|                                     | c. SOLICITATION OR OTHER NUMBER |
|                                     | Due Date (YYMMDD)               |

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

|                                     |  |                            |
|-------------------------------------|--|----------------------------|
| <input checked="" type="checkbox"/> | a. ORIGINAL (Complete date in all cases)   | Date (YYMMDD)              |
|                                     | b. REVISED (Supersedes all previous specs) | Revision No. 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 **N00189-14-P-Q033** (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 contractors request dated \_\_\_\_\_, retention of the identified classified material is authorized for a period of:

**6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)**

|                           |              |  |
|---------------------------|--------------|--|
| a. NAME, ADDRESS, AND ZIP | b. CAGE CODE | c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) |
|---------------------------|--------------|--|

**7. SUBCONTRACTOR**

|  |                       |   |
|--|-----------------------|---|
| a. NAME, ADDRESS, AND ZIP<br>Microsoft Corporation<br>One Microsoft Way<br>Redmond, WA 98052 | b. CAGE CODE<br>60128 | c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)<br>Defense Security Services (S41SE)<br>4735 E. Marginal Way S., Ste 1112<br>Seattle, WA 98134 |
|--|-----------------------|---|

**8. ACTUAL PERFORMANCE: 12 months following date of award**

|  |                     |   |
|--|---------------------|---|
| NAVSUP Business Systems Center (NAVSUP BSC)<br>5450 Carlisle Pike<br>B.O. Box 2010<br>Mechanicsburg, PA 17055-0787 | b. CAGE CODE<br>N/A | c.<br>NAVSUP Business Systems Center (NAVSUP BSC)<br>Security Office Code 9114<br>5450 Carlisle Pike<br>P.O. Box 2010<br>Mechanicsburg, PA 17055-0787 |
|--|---------------------|---|

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT: To obtain enhanced Microsoft expertise / technical support services not available through software assurance for the Microsoft software products currently being utilized within the NAVSUP/NAVSISA Windows environment.

| 10. THIS CONTRACT WILL REQUIRE ACCESS TO        | YES |  | NO |  | 11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:  | YES |  | NO |   |
|---|-----|--|----|--|--|-----|--|----|---|
|   |     |  |    |  |  |     |  |    |   |
| a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION |     |  | X  |  | a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTORS FACILITY OR GOVERNMENT ACTIVITY                           | X   |  |    |   |
| b. RESTRICTED DATA                              |     |  | X  |  | b. RECEIVE CLASSIFIED DOCUMENTS ONLY   |     |  |    | X |
| c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION   |     |  | X  |  | c. RECEIVE AND GENERATE CLASSIFIED MATERIAL  |     |  |    | X |
| d. FORMERLY RESTRICTED DATA                     |     |  | X  |  | d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE   |     |  |    | X |
| e. INTELLIGENCE INFORMATION                     |     |  | X  |  | e. PERFORM SERVICES ONLY   | X   |  |    |   |
| (1) Sensitive Compartmented Information (SCI)   |     |  | X  |  | f. HAVE ACCESS TO US CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES              |     |  |    | X |
| (2) Non-SCI                                     |     |  | X  |  | g. BE AUTHORIZED TO USE THE SERVICES OF THE DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER |     |  |    | X |
| f. SPECIAL ACCESS INFORMATION                   |     |  | X  |  | h. REQUIRE A COMSEC ACCOUNT (TRADITIONAL)  |     |  |    | X |
| g. NATO INFORMATION                             |     |  | X  |  | i. HAVE TEMPEST REQUIREMENTS   |     |  |    | X |
| h. FOREIGN GOVERNMENT INFORMATION               |     |  | X  |  | j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS   |     |  |    | X |
| i. LIMITED DISSEMINATION INFORMATION            |     |  | X  |  | k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE  |     |  |    | X |
| j. FOR OFFICIAL USE ONLY INFORMATION            | X   |  |    |  | l. OTHER (specify)   |     |  |    | X |
| k. OTHER (Specify) (CLASSIFIED AIS PROCESSING)  |     |  | X  |  |  |     |  |    |   |

**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 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.

Public release of classified or sensitive material is not authorized.

**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 FOLLOWING POSITION REQUIRES**

Contractor personnel will not discuss classified information or unclassified technical sensitive information on an unsecured telephone line, or disclose such information to any unauthorized personnel.

Any loss or suspected compromise of classified and/or technical/business sensitive information will be reported to the Contracting Officer's Representative (COR) immediately.

Contractor will properly safeguard classified and technical/business sensitive information material at all times.

SEE ITEM 13 CONTINUATION FOR ADDITIONAL DETAILS OF SECURITY REQUIREMENTS.

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to NISPOM requirements, are established for this contract.  YES  NO  
(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies additional requirements. Provide a copy of the requirements to the cognizant Security office. Use item 13 if additional space is required.)

**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 more space is needed.)  YES  NO

**16. CLASSIFICATION 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  
SIGMUND BAURIEDL

b. TITLE  
NAVSUP BSC SECURITY  
MANAGER

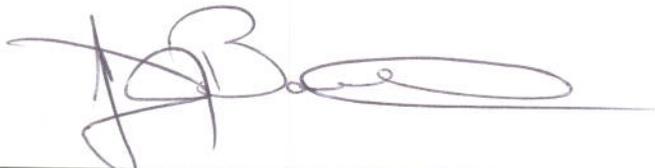
c. TELEPHONE (Include Area Code)  
717-605-4663

d. ADDRESS (Include Zip Code)  
5450 CARLISLE PIKE  
BLDG 409  
MECHANICSBURG, PA 17055

**17. REQUIRED DISTRIBUTION**

- a. CONTRACTOR
- b. SUBCONTRACTOR
- c. COGNIZANT SECURITY OFFICE FOR PRIME & SUBCONTRACTOR
- d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
- e. ADMINISTRATIVE CONTRACTING OFFICER
- f. OTHERS AS NECESSARY

e. SIGNATURE



25 Aug 2015

**ITEM 13 CONTINUATION**

Reference 10j - For Official Use Only (FOUO) Information.

(1) Contractors may disseminate "For Official Use Only" information to their employees and subcontractors who have a need for the information in connection with this contract.

(2) Removal of the "For Official Use Only" (FOUO) marking or release of FOUO material to the public can only be accomplished by the Government Cognizant Authority (GCA).

(3) "For Official Use Only" information shall be stored in locked receptacles such as file cabinets, desks, or bookcases. When such internal security control is not exercised, locked buildings or rooms will provide adequate after-hours protection. During working hours, the 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.

(4) "For Official Use Only" information may be sent via first-class mail or parcel post. Facsimile communications marked FOUO may be transmitted by nonsecure terminals with the FOUO marking intact between U.S. Department of Defense, and other U.S. Government agencies, and U.S. Government support contractors for official purposes.

(5) When no longer needed, FOUO information may be disposed of by shredding each copy into pieces to preclude reconstructing, and placing it in a regular trash container.

(6) Unauthorized disclosure of "For Official Use Only" information does not constitute a security violation, but the GCA shall be informed of any unauthorized disclosure. The unauthorized disclosure of FOUO information protected by the Privacy Act may result in criminal sanctions. Specific guidance may be found in DOD Regulation 5400.7, DOD Freedom of Information Act Program.

11 a and e

(1) All classified information received under this contract must be properly protected in accordance with the NISPOM and all other applicable DOD guidelines and is the property of the U.S. Government.

(2) At the termination or expiration of this contract, the contractor shall request disposition instructions for all classified and unclassified project material. The contractor may be directed to properly destroy the material or return it. If classified or unclassified project material is to be retained by the contractor, every effort should be taken to transfer it to a follow-on contract or similar effort, if applicable. This must be done, however, with Contracting Officer (CO) approval. Unless written authorization by the CO to retain specific material for a specific period of time is received, the material shall be returned or destroyed as instructed.

11 l - Other.

(1) The contractor is not authorized to release information, orally, visually, or documentary to anyone not associated with this contract.

(2) All questions regarding security requirements indicated herein will be referred to the Contract Technical Monitor, if one is designated, or the Contracting Officer.

(3) Personnel Security Requirements

(a) Contractor must have a current Facility Security Clearance (FCL) with the Defense Industrial Security Office (DISCO).

(b) All personnel performing on this contract shall be U.S. citizens.

(c) Contractor employees working under this contract will be required to have a minimum Secret security clearance adjudicated by (DISCO) before reporting for work.

(d) Derogatory information or failure to meet or comply with security requirements discovered during the period of employment under this contract may at the discretion of the Government be grounds for termination of an individual contractor employee's employment.

(4) A copy of the final DD 254 will be provided to the DISA Computing Services Security Manager.