

**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:  
October 31, 2020

The public reporting burden for this collection of information, 0704-0567, is estimated to average 70 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)*

**Top Secret**

**b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/  
MATERIAL REQUIRED AT CONTRACTOR FACILITY**

**None**

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

- ☐ **a. PRIME CONTRACT NUMBER** *(See instructions.)*
- ☐ **b. SUBCONTRACT NUMBER**
- ☒ **c. SOLICITATION NUMBER** **DUE DATE** (YYYYMMDD)
- 19AQMM-22-R-0029** **20221220**

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

- ☒ **a. ORIGINAL** *(Complete date in all cases.)* **DATE** (YYYYMMDD)  
**20220921**
- ☐ **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** \_\_\_\_\_ *(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.)*

**Department of State locations**

**b. CAGE CODE**

*(If applicable, see Instructions.)*

**19AQMM**

**c. COGNIZANT SECURITY OFFICE(S) (CSO)**

*(Name, Address, ZIP Code, Telephone required; Email Address optional)*

**9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT**

**The Contractor shall provide the full range of IT services to include IT Management Services, Cloud and Data Center Services, Application Development Services, Network and Telecommunication Services, and Customer and End User Support Services. (EVOLVE)**

**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.)
- ☒ k.1. SENSITIVE BUT UNCLASSIFIED INFORMATION (SBU)

**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 DoDM 5200.01, Volume 4 only for specific CUI protection requirements. Non-DoD Components: see instructions.)
- ☒ m. OTHER (Specify) (See instructions.)
- ☐ m.1. REQUIRE CONNECTIVITY TO DEPT. STATE COMPUTER SYSTEM
- ☒ Overseas access to classified information at Department of State locations only

**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:

Department of State, DS/IS/IND, SA-20, 13th Floor,  
Washington, DC 20520

**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.)

[ DD Form 254 Section 13 Security Guidance is provided separately starting on page 4. ]

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

NAME & TITLE OF REVIEWING OFFICIAL		SIGNATURE
<b>Michael Hawk, DCSS Section Chief, DS/IS/IND</b>		
<b>14. ADDITIONAL SECURITY REQUIREMENTS</b> Requirements, in addition to NISPOM requirements for classified information, are established for this contract. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>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.)</i> <p style="text-align: center; color: blue;"><b>See SCI and Specific HUMINT Threat Post attachments.</b></p>		
<b>15. INSPECTIONS</b> Elements of this contract are outside the inspection responsibility of the CSO. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>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.)</i>		
<b>16. GOVERNMENT CONTRACTING ACTIVITY (GCA) AND POINT OF CONTACT (POC)</b>		
<b>a. GCA NAME</b> <b>Department of State</b>	<b>c. ADDRESS (Include ZIP Code)</b> <b>2201 "C" Street, NW Washington, DC 20520</b>	<b>d. POC NAME</b> <b>Michael Hawk</b> <b>e. POC TELEPHONE (Include Area Code)</b> <b>571-345-3022</b> <b>f. EMAIL ADDRESS (See Instructions)</b> <b>HawkM@state.gov</b>
<b>b. ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE (See Instructions)</b> <b>19AQMM</b>		
<b>17. CERTIFICATION AND SIGNATURES</b> 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.		
<b>a. TYPED NAME OF CERTIFYING OFFICIAL (Last, First, Middle Initial) (See Instructions)</b> <b>for Kimberly A. Baugher</b>	<b>d. AAC OF THE CONTRACTING OFFICE (See Instructions)</b> <b>19AQMM</b>	<b>h. SIGNATURE</b>
<b>b. TITLE</b> <b>Division Chief</b>	<b>e. CAGE CODE OF THE PRIME CONTRACTOR (See Instructions.)</b>	
<b>c. ADDRESS (Include ZIP Code)</b> <b>DS/IS/IND, SA-20, 13th Fl. 2201 C St. NW Washington, DC 20520</b>	<b>f. TELEPHONE (Include Area Code)</b> <b>571-345-3032</b> <b>g. EMAIL ADDRESS (See Instructions)</b> <b>BaugherK2@state.gov</b>	<b>i. DATE SIGNED (See Instructions)</b>
<b>18. REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> a. CONTRACTOR  <input type="checkbox"/> b. SUBCONTRACTOR  <input type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR  <input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION  <input checked="" type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER         </div> <div style="width: 35%;"> <input checked="" type="checkbox"/> f. OTHER AS NECESSARY (If more room is needed, continue in Item 13 or on additional page if necessary.)         </div> </div>		

### 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.

**Contractor personnel assigned to this contract shall possess a TOP SECRET or SECRET personnel security clearance issued by the Defense Counterintelligence and Security Agency (DCSA) prior to contract performance. Personnel specifically designated by the Contracting Officer Representative (COR) must also be eligible for access to Sensitive Compartmented Information (SCI). A FINAL TOP SECRET clearance is required for access to SCI programs.**

**A Final SECRET clearance and favorable Diplomatic Security (DS) name check is required for travel to specific HUMINT threat posts for deployments of less than 60 days (cumulative for all posts visited in a calendar year). An Interim SECRET clearance is not acceptable for travel. Deployments in excess of 60 days are NOT AUTHORIZED. Deployments in excess of 60 days require a Final TOP SECRET clearance, favorable DS name check and submission of an acceptability review prior to deployment.**

**Visit Authorization Requests (VAR) are to be sent to Department of State (DOS), DS/IS/IND, Washington, DC 20520, via email: DS\_IND\_contractorVARS@state.gov. A VAR is valid for 12 months; an updated VAR is required 30 days prior to the current VAR expiring.**

**All DD Forms 254 for proposed subcontractors required to provide cleared personnel shall be forwarded to DS/IS/IND for generation and certification prior to issuance to the subcontractor and prior to access to any classified information or controlled access areas. Proposed subcontractors must be reviewed by DS/IS/IND prior to contract performance. The prime contractor shall provide a current signed (by both parties) Subcontract Agreement (with subcontract number listed) between the entities outlining specific Scope of Work (SOW) to be performed by the subcontractor, to include all security requirements.**

**While at DOS locations, the contractor shall comply with applicable DOS regulations relative to protection of classified and/or sensitive information, including the National Industrial Security Program Operating Manual (NISPOM) (32 CFR Part 117) and 12 Foreign Affairs Manual (FAM) 500 and 600. DS/IS/IND is responsible for reviewing contractors assigned to DOS locations.**

**Security clearance requirements for contractors accessing DOS domestic or overseas information systems shall be in accordance with 12 FAM 600. Furthermore, citizens of specifically designated human intelligence and/or technical intelligence threat countries shall not develop, modify, or perform maintenance on software developed for use on DOS computer systems without approval by DS/CTS.**

**Contractors shall immediately report any adverse information concerning any cleared contractor employees performing on DOS contracts to DCSA in accordance with the NISPOM and to DS/IS/IND in accordance with 12 FAM 576.**

**Contractor personnel working on DOS contracts must report impending marriage, cohabitation and other continuing bonds of affection with foreign nationals to the COR and DS/IS/IND, in accordance with 12 FAM 275.**

**Classified storage is not required for performance on this contract; therefore, no discussion, storage, or generation of classified information shall take place at the contractor's facility.**

**SBU Information: See 12 FAM 540 for guidance regarding Handling, Access, Dissemination, and Release of SBU**

**All FAM references can be viewed on the DOS website, [www.state.gov](http://www.state.gov)**

**CO (A/OPE/AQM): Katherine Vultaggio / (202) 445-7385 / [VultaggioKL@state.gov](mailto:VultaggioKL@state.gov)**

**COR (IRM/BMP/ITA/CM): Kimberly Baltimore / (202) 384-6999 / [BaltimoreKD@state.gov](mailto:BaltimoreKD@state.gov)**

13. SECURITY GUIDANCE.

DS/IS/IND Point of Contact: Michael Hawk / (571) 345-3022 / HawkM@state.gov

## ACCESS (SCI) DEPARTMENT OF STATE ONLY

### DS SPECIAL SECURITY OPERATIONS DIVISION

This contract involves access to National Security and Sensitive Compartmented Information (SCI). The highest level of access for this contract is TOP SECRET/SCI. Access to SCI will take place only at Department of State (DOS) facilities or as authorized by DS/IS/SSO. No SCI is to be provided to the contractor's facility.

At the request of the Contracting Officer Representative (COR) or DOS Project Manager, the Industrial Security Division, DS/IS/IND, will process all access authorization requests for SCI under this contract upon receipt of the following documents from the contractor:

- Letter from company on company letterhead stating employee has been nominated by COR for SCI access;
- SCI Nomination Memo for Contractor from COR;
- Visitor Authorization Request (VAR);
- DS-4002 (Disclosure and Authorization Pertaining to Consumer Reports);
- An SF-86C or copy of the subject's SF-86 may be required depending on subject's SCI eligibility (verified by DS/IS/SSO)

The contractor shall comply with the National Industrial Security Program Operating Manual (NISPOM) and Intelligence Community Directives (ICDs), and Director of Central Intelligence Directives (DCIDs) regarding the safeguarding of SCI information, automated systems, and networks.

All contractor personnel who require SCI access must have had a Single-Scope Background Investigation (SSBI) or a Tier 5 (T5) investigation conducted by the U. S. Government within the last seven (7) years (from the last investigation date). If the background investigation is older than seven (7) years, subject must be enrolled into Continuous Evaluation with a Deferred PR. Investigative criteria for SCI access is set forth in ICD 704.

Contractor personnel not possessing a current SSBI or T5 (issued within the last seven (7) years) and/or not presently holding SCI access are required to be processed for a T5 investigation. All investigation requests are to be submitted directly to the Defense Counterintelligence and Security Agency (DCSA).

Investigations conducted by government agencies other than the Department of Defense may also be accepted. In instances where there is an investigation conducted by an agency other than DOD, if this information is not reflected in the Defense Information Security System (DISS), formerly JPAS, the contractor must provide DOS with the name of the agency that conducted the SSBI or T5 investigation.

Investigations on contractor personnel that have been conducted within the past seven (7) years, which meet the investigative requirements and adjudicative standards set forth in ICD 704, may serve as a basis for granting access approval. They will be acceptable provided there has been no break in the individual's access to classified information greater than 24 months.

The Contractor is responsible for reporting any and all information that could adversely affect the security clearance status of an employee working under this contract requiring access to SCI, to the Special Security Office (DS/IS/SSO). Questionable or suspicious incidents that might indicate hostile intelligence collection activity must also be reported.

The Contractor shall not release classified information to any activity or individual of the contractor's organization not directly engaged in providing services under the contract.

SCI security violations and suspected/possible compromises will be reported as follows: The contractor will make an immediate telephonic notification to the Department of State of any incident or violation of the requirements of these security provisions, the NISPOM, ICDs, or DCIDs, regardless of the contractor's judgment as to whether or not a compromise or possible compromise has occurred. If secure voice capability is not available, the contractor will make an unclassified telephone notification to the Department of State, DS/IS/SSO, by calling (202) 647-8863. Follow-up reports will be required.

Reproduction of SCI to include any and all types of mediums will only occur at the Department of State with the authorization of the DS/IS/SSO.

Any information generated by the contractor including but not limited to correspondence, drawings, models, mock-ups, photographs, schematics, status, progress, special inspection reports, engineer notes, computations, training and manufacturing aids shall be controlled according to classification guidance taken from other source documents and is not authorized for release without prior approval of DS/IS/SSO.

The contractor shall not divulge to any individual, organization or other U.S. Government agencies any information (classified or unclassified) pertaining to this contract without prior written approval from the Department of State. All questions concerning the SCI requirements for this contract are to be directed to the Department of State, DS/IS/SSO, (202) 647-8863.

The contractor is responsible for notifying the Department of State, DS/IS/SSO, (202) 647-8863, prior to the reassignment or separation of all SCI indoctrinated contractor personnel so required debriefings can be administered. The contractor must also cancel any VARs previously submitted to DS/IS/IND.

## MINIMUM PERSONNEL SECURITY REQUIREMENTS FOR SPECIFIC HUMAN INTELLIGENCE THREAT POSTS

### CONTRACT NUMBER:

Contractor personnel who will perform tasks at specific human intelligence (HUMINT) threat posts must meet specific requirements based on 12 FAM 570. The Contracting Officer's Representative (COR) will notify the contractor when a task order is being issued for a specific HUMINT threat post. The contractor should immediately coordinate with DS/IS/IND to initiate the appropriate Diplomatic Security (DS) reviews for those individuals who are proposed to deploy to those posts.

- 1) Personnel traveling to specific HUMINT threat posts for short-term visits (less than 60 days cumulative in a "12-month period" for all posts) must have a minimum FINAL SECRET clearance and a favorable DS name check prior to deployment. INTERIM SECRET clearances are not acceptable for such travel. DS name checks will be conducted in conjunction with electronic country clearance request processing.
- 2) Personnel traveling in excess of 60 days must possess a final **TOP SECRET** personnel security clearance, based on a Single Scope Background Investigation (SSBI) conducted within the past five years, and undergo a DS Acceptability Review (A/R) and DS name check prior to approval for deployment. Personnel currently undergoing SSBI-Periodic Reviews (5 year updates) with Defense Security Service are not eligible for an A/R and should not be nominated for long-term assignment to HUMINT threat posts until their SSBI-PR has been favorably adjudicated and an updated Visit Authorization Request (VAR) submitted.
- 3) For those personnel who do not have a previous A/R, the contractor will be invited by DS/IS/IND to electronically submit the A/R via the Office of Personnel Management's Electronic Questionnaire for Investigation Processing (e-QIP). e-QIP is a secure website that can be accessed from any computer system that has an Internet connection. In order to begin this process, the following information must be submitted by the Facility Security Officer, via email to [DS\\_IND\\_OBOTeam@state.gov](mailto:DS_IND_OBOTeam@state.gov)

**SUBJECT Line of email: *Acceptability Review for LAST, First-Country***

◆ Name	◆ Job Title
◆ Social Security Number	◆ Email address
◆ Date of Birth and Place of Birth	◆ City/country for this trip

- 4) Upon receipt of the above, DS/IS/IND will:
  - initiate a DS name check to determine whether the individual could be eligible for deployment while the Acceptability Review is pending,
  - initiate the Acceptability Review with DS/IS/PSS,
  - notify the contractor and the COR of interim approval for deployment while results of the A/R are pending. Conversely, notify the contractor and the COR of interim denials. In these cases, deployment cannot begin until the A/R is favorably adjudicated, and
  - notify the COR and contractor of the final results, upon adjudication of the A/R.
- 5) DS/IS/IND maintains a record of previous A/Rs and deployment records to specific HUMINT threat posts and will determine if a previous A/R is still valid for deployment. For those individuals who have a valid A/R, DS/IS/IND will accomplish the following:
  - ▶ DS Name Check
  - ▶ Notify the contractor and the COR of approval/disapproval for deployment
- 6) Personnel approved for deployment while an A/R is pending can be immediately deployed. However, if the Acceptability Review is ultimately adjudicated unfavorably, upon notification by the COR, the individual must be immediately removed from the post at no expense to the U.S. Government.
- 7) Personnel not approved for immediate deployment may be assigned to non-specific HUMINT threat posts until the A/R has been completed and adjudicated. If the Acceptability Review is unfavorably adjudicated, the individual will not be authorized for future deployments to specific HUMINT threat posts, and may not be authorized for further performance on this contract.