

<b>DEPARTMENT OF DEFENSE</b> <b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b> <i>(Please read Instructions BEFORE completing this application.) (The requirements of the National Industrial Security Program (NISP) apply to all security aspects of this effort involving classified information.)</i>		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.			
<b>RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS.</b>			
<b>1. CLEARANCE AND SAFEGUARDING</b>			
a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED <i>(See instructions.)</i> Secret		b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/MATERIAL REQUIRED AT CONTRACTOR FACILITY Secret	
<b>2. THIS SPECIFICATION IS FOR:</b> <i>(X and complete as applicable.)</i>		<b>3. THIS SPECIFICATION IS:</b> <i>(X and complete as applicable.)</i>	
a. PRIME CONTRACT NUMBER <i>(See instructions.)</i>		<input checked="" type="checkbox"/> a. ORIGINAL <i>(Complete date in all cases.)</i>	
b. SUBCONTRACT NUMBER		DATE (YYYYMMDD) 20180205	
<input checked="" type="checkbox"/> c. SOLICITATION OR OTHER NUMBER		b. REVISED <i>(Supersedes all previous specifications.)</i>	
DUE DATE (YYYYMMDD) HTC711-18-R-CC04		REVISION NO. DATE (YYYYMMDD)	
20180430		c. FINAL <i>(Complete Item 5 in all cases.)</i>	
DATE (YYYYMMDD)		DATE (YYYYMMDD)	
<b>4. IS THIS A FOLLOW-ON CONTRACT?</b> <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES. If Yes, complete the following: Classified material received or generated under <u>HTC711-16-R-C001</u> <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.			
<b>5. IS THIS A FINAL DD FORM 254?</b> <input checked="" type="checkbox"/> NO <input type="checkbox"/> 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: _____			
<b>6. CONTRACTOR</b> <i>(Include Commercial and Government Entity (CAGE) Code.)</i>			
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	
c. COGNIZANT SECURITY OFFICE (CSO) <i>(Name, Address, ZIP Code, Telephone)</i>			
<b>7. SUBCONTRACTOR(S)</b> <i>(Click button to add more subcontractors.)</i>			
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	
c. COGNIZANT SECURITY OFFICE(S) (CSOs) <i>(Name, Address, ZIP Code, Telephone)</i>			
<b>8. ACTUAL PERFORMANCE</b> <i>(Click button to add more locations.)</i>			
a. LOCATION(S) <i>(For actual performance, see instructions.)</i> USTRANSCOM and locations worldwide		b. CAGE CODE <i>(If applicable, see instructions.)</i>	
c. COGNIZANT SECURITY OFFICE(S) (CSOs) <i>(Name, Address, ZIP Code, Telephone) (If applicable, see instructions.)</i>			
<b>9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT</b> <i>(Click here if more space is needed.)</i> Performance under this contract shall include aircraft commitment to the Civil Reserve Air Fleet (CRAF) program along with passenger and cargo airlift services utilizing aircraft certified under Part 121 of the Federal Aviation Regulation (14 CFR 121). The contractor shall provide all personnel, training, supervision, fully operational equipment, facilities, supplies and any items and services necessary to perform international long-range and short-range airlift services during peacetime and both international and domestic airlift services during CRAF activation in support of the Department of Defense (DoD).			
<b>10. CONTRACTOR WILL REQUIRE ACCESS TO:</b> <i>(X all that apply. Provide details in Blocks 13 or 14 as set forth in the instructions.)</i>			
<input checked="" type="checkbox"/> a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		f. SPECIAL ACCESS PROGRAM (SAP) INFORMATION	
b. RESTRICTED DATA		g. NORTH ATLANTIC TREATY ORGANIZATION (NATO) INFORMATION	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI) <i>(If CNWDI applies, RESTRICTED DATA must also be marked.)</i>		h. FOREIGN GOVERNMENT INFORMATION	
d. FORMERLY RESTRICTED DATA		i. ALTERNATIVE COMPENSATORY CONTROL MEASURES (ACCM) INFORMATION	
e. NATIONAL INTELLIGENCE INFORMATION:		j. CONTROLLED UNCLASSIFIED INFORMATION (CUI) <i>(See instructions.)</i>	
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/> k. OTHER <i>(Specify) (See instructions.)</i>	
(2) Non-SCI		Contractor may receive classified threat information	



**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.)

<input type="checkbox"/>	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.)	<input type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT
<input checked="" type="checkbox"/>	b. RECEIVE AND STORE CLASSIFIED DOCUMENTS ONLY	<input checked="" type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT
<input type="checkbox"/>	c. RECEIVE, STORE, AND GENERATE CLASSIFIED INFORMATION OR MATERIAL	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS
<input type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE (DCS)
<input checked="" type="checkbox"/>	e. PERFORM SERVICES ONLY	<input type="checkbox"/>	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.)
<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"/>	m. OTHER (Specify) (See instructions)
<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	For Official use Only (FOUO)	

**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)

Office of Public Affairs (TCPA), USTRANSCOM, Scott AFB, IL 62225-5357, (618)-220-5102.

PUBLIC RELEASE AUTHORITY:

The term "release" applies, to, articles, speeches, photographs, brochures, adS, displays, presentations, diagrams, data, plans, on any installation.

**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. Click button to add additional pages as needed to provide complete guidance.)

CLARIFICATIONS: CRAF aircrew's may be authorized access to classified information or material only during national emergencies, in which there is an imminent threat to life or in the defense of the homeland. Information or material will only be provided for each assigned mission and limited to the aircrew members necessary to accomplish the mission. Each aircrew member shall be briefed on their roles and responsibilities for controlling classified materials and will acknowledge responsibility by signing a Standard Form 312 (nondisclosure agreement).

USTRANSCOM-MP-0009-18 (See continuation page (3))

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to NISPOM requirements for classified information, are established for this contract.

☒ No ☐ Yes (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. Use Item 13 or click button if additional space is needed.)

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the CSO.

(If Yes, explain and identify specific areas and government activity responsible for inspections. Click button or use Item 13 if additional space is needed.)

☒ No ☐ Yes

**16. GOVERNMENT CONTRACTING ACTIVITY (GCA) AND POINT OF CONTACT (POC)**

a. GCA NAME USTRANSCOM/TCAQ-CP	b. ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE (See instructions.) HTC711	c. ADDRESS (Include ZIP Code.) 508 Scott Drive Scott AFB, IL 62225
d. POC NAME (See instructions.) [REDACTED]	e. POC TELEPHONE (Include Area Code.) [REDACTED]	f. EMAIL ADDRESS (See instructions.) [REDACTED]

**17. CERTIFICATION AND SIGNATURES.** 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 (Last, First, Middle Initial) (See instructions.) [REDACTED]	b. TITLE CHIEF, Protection Programs Branch	c. ADDRESS (Include ZIP Code.) 508 Scott Drive Scott AFB, IL 62225
d. AAC OF THE CONTRACTING OFFICE (See instructions.) HTC711	e. CAGE CODE OF THE PRIME CONTRACTOR (See instructions.) TBD	
f. TELEPHONE (Include Area Code.) 618-220-6531	g. EMAIL ADDRESS (See instructions.) [REDACTED]	h. DATE [REDACTED]

**18. REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL**

<input checked="" type="checkbox"/> a. CONTRACTOR	<input type="checkbox"/> f. OTHERS AS NECESSARY (If more room is needed, continue in Item 13 or on additional page if necessary.)
<input checked="" type="checkbox"/> b. SUBCONTRACTOR	
<input checked="" type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR	
<input checked="" type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION	
<input checked="" type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER	

**13. SECURITY GUIDANCE** (Continued)

1. CRAF REQUIREMENTS (Attachment 1 - Performance Work Statement). Written materials and conversations are classified, if they involve or refer to any of the specifics in the DOD war plans involving the use of CRAF. Written materials and conversations are considered essential elements of information (EEI), if they refer to any of the specifics of the movement of DOD cargo and/or passenger (See USTC 31-02).
2. The contractor will be issued equipment through a hand receipt from the HQ AMC/A3B sub-account AMC-30 for use of the STE Telephone, Ricoh Secure Fax and the KSV-21 card. Therefore, the contractor will not be required to obtain a COMSEC account.
3. At no time will classified material be left unattended or unsecured, while in the air or on the ground, by the contractor, IAW the DTR.
4. The contractor shall comply with FAR 52.204-2 that includes responsibility for ensuring all security requirements outlined in the National Industrial Security Operating Manual (NISPOM-Change 2, May 2016) and the Performance Work Statement (PWS) are accomplished upon award of the contract.
5. UNCLASSIFIED//FOR OFFICIAL USE ONLY (U//FOUO) INFORMATION may be accessed. U//FOUO information will be safeguarded per DoDM 5200.01, Vol. 4. U//FOUO information will not be discarded in trash bins or recycle bins.
6. Contractor employees may derivatively classify information only if they have been trained on derivative classification within the past two years. USTRANSCOM can provide this training.
7. Contractors will comply with the following instructions:
  - a. OPSEC requirements in USTRANSCOM instruction 31-12 that includes the Critical Information List.
  - b. USTRANSCOM INSTRUCTION 31-02 (USTRANSCOM Security Classification Guide - See Homepage Library)
  - c. DoDM 5200.0 I, Vol. 2, (Marking of Classified Information)
  - d. DoD 4500.9-R, Part II, Appendix E, Defense Transportation Regulations (movements) - DTR
8. No DoD classified information will be disseminated to anyone in the contractor company that is not performing on this contract.
9. Contractor employees will comply with all USTRANSCOM security practices and policies.
10. Upon receipt of a contract, the designated contractor shall, within 60 days, provide a copy of this DD254 to the Cognizant Security Office listed in block 6.
11. The Company FSO will conduct initial and annual refresher training for personnel and are also responsible for updating JPAS.
12. Contractors will be made aware that the term "NOFORN" is identified as classified INTELLIGENCE information that may not be released to foreigners, without permission of the originator. AUTHORIZED FOR RELEASE (REL TO) identifies classified information that an originator has predetermined to be releasable, to the foreign country(ies) indicated.

Additional persons assisting with completion of form (signatures and titles)

**14. ADDITIONAL SECURITY REQUIREMENTS** (Continued)

10a. Only:

Access to classified COMSEC information requires a final U.S. Government clearance at the appropriate level. The protection of COMSEC information are set forth in the NISPOM [Change 2, May, 2016]. The requirements of the NISPOM are imposed on the contractor for safeguarding the COMSEC information. Contractor is authorized to receive Government furnished cryptographic equipment. Access to any classified COMSEC information requires an FCL and special briefings. Non-accountable COMSEC information, though not tracked in the COMSEC material control system, may still require a level or control within a document control system. Further disclosure of COMSEC information by a contractor, to include subcontracting, requires prior approval of the government contracting activity. The contractor will comply with all COMSEC security, training regulations and direction by the COMSEC Custodian

11j. Operations Security. See d1.

**15. INSPECTIONS** (Continued)

10a. The contractor will be issued equipment through a hand receipt from the HQ AMC/A3B sub-account AMC-30 for use of the STE Telephone, Ricoh Secure Fax and the KSV-21 card. AMC is the responsible support unit.