DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION

(The requirements of the DoD Industrial Security Manual apply to all 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)*

☐	a. PRIME CONTRACT NUMBER	
☐	b. SUBCONTRACT NUMBER	
☒	c. SOLICITATION OR OTHER NUMBER: NND15520845R	Due Date *(YYMMDD)*

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

☒	a. ORIGINAL *(Complete date in all cases)*		Date *(YYMMDD)* 141023
☐	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 NND10AHI5C *(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)*
TBD	TBD	TBD

7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICES *(Name, Address, and Zip Code)*
TBD	TBD	TBD

8. ACTUAL PERFORMANCE

a. LOCATION	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)*
NASA Armstrong Building 703, 2825 E. Ave P, Palmdale, CA 93550 and the Aero Institute 38256 Sierra Hwy A, Palmdale, CA 93550 and Armstrong Flight Research Center, 4800 Lilly Avenue, Edwards, CA 93523		AFRC Protective Services Office P.O. Box 273 Edwards, CA 93523-0273

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

Contractor will perform administrative office support; resource support; acquisition support; Center travel office support; Armstrong Learning Center (DLC) support; and scientific and technical information support, which includes the technical publications office, research library, and reproduction center, business system support, and Full Cost for Information Technologies.

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

DD Form 254, DEC 1999 *Previous editions are obsolete*

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 release shall be submitted for approval prior to release

☐ Direct ☒ Through *(Specify):*

NASA-Armstrong Flight Research Center
External Affairs Office
P.O. Box 273, Edwards, CA 93523-0273

To the Office of Public Affairs, National Aeronautics and Space Administration, Washington, DC 20546 for review

13. SECURITY GUIDANCE. The security classification guidance 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 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 document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.*

The Contractor shall comply with all NASA computer and communication security requirements. Contractor shall comply with Security requirements found in the following publications: (NPR) 1600.2, NASA Classified National Security Information (CNSI), NPR 1600.1 NASA Program Security Procedural Requirements and DOD Manual 2200.22-M, National Industrial Security Program Operating Manual (NISPOM). Classified Material shall be stored in an approved GSA container at NASA AFRC performance locations. Classification guidance, if required, will be furnished by the NASA Protective Services Organization, AFRC.

Item 10j: FOUO/SBU Information provided under this contract shall be safeguarded as Specified in NID 1600-54 (Safeguarding Sensitive but Unclassified Information) and NID 1600.55 (Sensitive But Unclassified (SBU) Controlled Information).
Item 10K: The contractor shall not release information to any activity or individual of the contractors organization not directly engaged in providing services under this contract or to another contractor (including a subcontractor), Government agency, private individual, or organization without written permission of the contracting officer.
Item 11A: Contractor will maintain in compliance with Executive Orders, NASA Program Procedural Requirements (NPRs), National Industrial Security Program Operating Manual (NISPOM), security classification guides, and security guidance as provided by NASA Protective Services. Personnel assigned to support sensitive activities that access NASA Classified National Security Information (CNSI) must be properly trained and cleared to a secret level.
Item 11I: In accordance with the NISPOM, the Contractor will send an initial classified visit request for personnel that may access Classified National Security Information. Classified Visit Requests will be faxed to AFRC Protective Services, Attn: Classified Visits, Fax: 661-276-2732. Classified visits will be updated as individual information changes, but not less than once a year on the anniversary of this DD Fm 254. Additionally, at a minimum the Contractor is responsible for furnishing AFRC Information Security Representatives a copy of all DD Form 254s issued to cleared subcontractors and submitting Classified Visit Requests for cleared subcontractor personnel not less than once a year to the above fax number.

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	b. TITLE	c. TELEPHONE *(Include Area Code)*
John G. Zellmer	Chief of Protective Services	661-276-6802

d. ADDRESS *(Include ZIP Code)*
NASA Armstrong Flight Research Center
P.O. Box 273 Mail Stop 1616
Edwards, CA 93523-0273

e. SIGNATURE

17. REQUIRED DISTRIBUTION

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

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