



Space and Naval Warfare Systems Center Atlantic

Industrial Security Program Contract Security Requirements

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SSC Atlantic is part of the Naval Research & Development Establishment (NR&DE)

Industrial Security Program Overview

- ▼ SPAWAR SSC Atlantic Industrial Security Program
- ▼ Security requirements for **Unclassified** Contracts
- ▼ DD Form 254 - DoD Contract Security Classification Form
- ▼ Facility Clearance (FCL) Sponsorship
- ▼ Collateral v SCI Contract Requirements

Types of Security Classification of Contracts

▼ OPTION A:

- Unclassified

▼ OPTION B:

- Classified
 - DoD Contract Security Classification Form (DD Form 254) provides security requirements and classification guidance for contractors that will require access to classified information
 - NOTE: Unclassified work can still be performed on a classified contract

Unclassified Contract Requirements

▼ OPTION A:

- Unclassified
 - All work performed under this contract including any subsequent task orders, if applicable, is **unclassified**.
 - A facility security clearance (FCL) is not required therefore DD Form 254 is not required.
 - All sensitive government information will be safeguarded per DoDM 5200.01, Information Security Program, Volume 4, Controlled Unclassified Information.



Unclassified Contract Requirements

▼ Fitness Determinations

- When a contractor requires access to government installations/facilities, government IT systems / assets, or SSC Atlantic information a **“No Access” T3 Investigation** will be initiated in support of the contract.
- When a contractor requires physical access only a **NACI investigation** will be initiated.

▼ ONLY the government entity can initiate a Fitness Determination.

Fitness Determinations (No Access Investigation)

- ▼ If the contractor has NOT had a previous investigation (or current investigation is out of scope) then SSC Atlantic will initiate one of the following investigations.



- ▼ Investigation Types:

- NACI
 - Physical Access to Government Facilities only – No IT access
 - SF85
- T3 *No Access*
 - Physical and/or Logical Access Required – IT2
 - SF86

Clearance/Vetting Requirements

- ▼ Personnel supporting unclassified work but requiring government credentials will have background investigations initiated by SSC Atlantic
 - FSO has no responsibility for profile in JPAS
 - SSC Atlantic will own the fitness determination profile in JPAS
- ▼ Personnel supporting classified work at the collateral Top Secret or Secret level will have security clearances maintained by Industry Partner.
 - FSO will “own” account profile in JPAS
 - SSC Atlantic will “service” account profile in JPAS

<http://www.public.navy.mil/spawar/Atlantic/Pages/Contractor-Forms-and-Initial-Training.aspx>

Cybersecurity Work Force (CSWF) / Privilege User Support

- ▼ For contractors who are part of the CSWF, it may be necessary for the government to upgrade security clearances to favorable SSBI for IT-I duties
 - Government will initiate investigation but only service profiles for personnel on SECRET task orders
 - Once adjudicated, the SECRET access will be based on the new favorable SSBI and will be maintained by FSO
 - Periodic reinvestigations will be done every 5 yrs by the government for IT-I privileged access

- ▼ IT-I requirements alone will not require a DD-254

Performance Work Statement (PWS)

▼ PERSONNEL

- **Prior** to any labor hours being charged on contract, the contractor shall ensure all personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access required for the task order, and **if applicable**, are certified/credentialed for the Cybersecurity Workforce (CSWF).
- A favorable background determination is determined by either a National Agency Check with Inquiries (NACI), Tier 3 (T3), or Single Scope Background Investigation (SSBI) and favorable Federal Bureau of Investigation (FBI) fingerprint checks.
- **Investigations are not necessarily required for personnel performing unclassified work who do not require access to government installations/facilities, government IT systems and SSC Atlantic information.**



Classified (DD Form 254 required)

▼ OPTION A:

- Unclassified

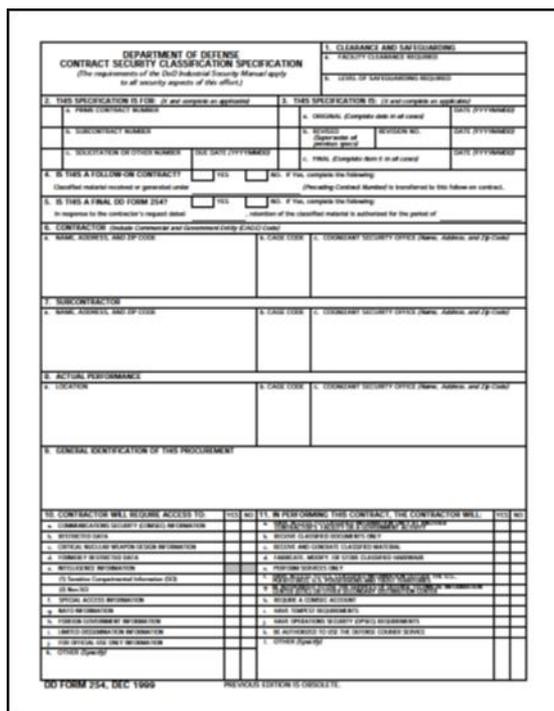
▼ OPTION B:

- Classified (DD Form 254 required at contract award)
 - The industrial entity shall have at the time of contract award and prior to commencement
 - of classified work, a SECRET or TOP SECRET or TOP SECRET with Sensitive Compartment Information (SCI) facility security clearance.
 - Industrial entity will initiate ALL investigations for personnel on classified contracts who require access to classified information or material.



Federal Acquisition Regulation (FAR)

- ▼ Subpart 4.4—Safeguarding Classified Information Within Industry
 - Agencies covered by the NISP shall use the Contract Security Classification Specification, **DD Form 254**



**DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**
(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)

1. CLASSIFICATION AND LIMITATIONS:
 a. FACILITY CLASSIFIED REQUIRED: YES NO
 b. LEVEL OF INFORMATION REQUIRED: _____

2. THIS SPECIFICATION IS FOR: (a) and complete as general: _____ (b) THIS SPECIFICATION IS: (a) and complete as specific: _____

3. CONTRACT NUMBER: _____ (b) CONTRACT NUMBER: _____ (c) DATE: _____ (d) DATE: _____

4. IS THIS A FOLLOW-ON CONTRACT? YES NO. If this, complete the following:
 Classified material received or generated under: _____ (Resolving Contract Number) is transferred to this follow-on contract.

5. IS THIS A FINAL DD FORM 254? YES NO. If this, complete the following:
 In response to the contractor's request dated: _____ (Indicate the date of the classified material to be released for the period of: _____)

6. CONTRACTOR (Include Contractor and Government Only (GAC) Code):
 a. NAME, ADDRESS, AND ZIP CODE: _____ b. PHONE CODE: _____ c. CONTRACT SECURITY OFFICE (Name, Address, and Zip Code): _____

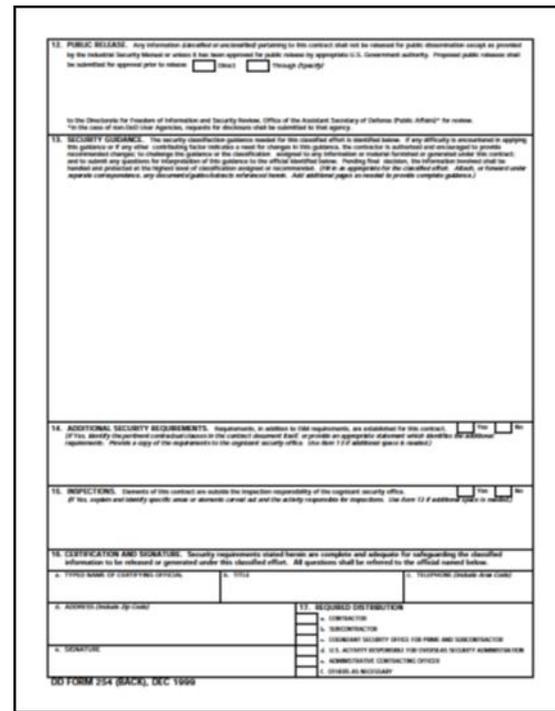
7. SUBCONTRACTOR:
 a. NAME, ADDRESS, AND ZIP CODE: _____ b. PHONE CODE: _____ c. CONTRACT SECURITY OFFICE (Name, Address, and Zip Code): _____

8. ACTUAL PERFORMANCE:
 a. LOCATION: _____ b. DATE CODE: _____ c. CONTRACT SECURITY OFFICE (Name, Address, and Zip Code): _____

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT:

TO CONTRACTOR WILL BECOME ACCESS TO:	YES	NO	IF IN PERFORMING THIS CONTRACT THE CONTRACTOR WILL:	YES	NO
a. INFORMATION SECURITY CLASSIFICATION	<input type="checkbox"/>	<input type="checkbox"/>	a. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
b. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	b. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
c. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	c. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
d. CONTROL INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	d. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
e. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	e. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
f. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	f. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
g. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	g. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
h. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	h. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
i. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	i. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
j. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	j. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
k. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	k. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
l. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	l. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
m. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	m. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
n. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	n. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
o. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	o. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
p. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	p. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
q. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	q. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
r. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	r. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
s. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	s. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
t. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	t. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
u. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	u. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
v. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	v. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
w. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	w. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
x. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	x. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
y. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	y. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>
z. INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	z. BE CLASSIFIED "SECRET" OR "CONFIDENTIAL"	<input type="checkbox"/>	<input type="checkbox"/>

DD FORM 254, DEC 1999 PREVIOUS EDITIONS IS OBSOLETE.



10. PUBLIC RELEASE: Any information classified or unclassified pertaining to this contract that 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: YES NO (except: YES NO (except: YES NO)

11. SECURITY GUIDANCE: This security classification guidance is provided for this contract which is classified "Secret". If any activity is contemplated in carrying out this guidance or if any other controlling factor indicates a need for changes to this guidance, the contractor is authorized and encouraged to provide recommendations to change the guidance or the classification. Changes to any information or information or generated under this contract, including but not limited to the highest level of classification assigned or recommended, shall be approved for the classifier's office. All activity shall be reported to the appropriate security office. All information shall be reported to the appropriate security office. All information shall be reported to the appropriate security office.

12. ADDITIONAL SECURITY REQUIREMENTS: Requirements in addition to (and consistent with) the requirements of this contract. YES NO (If this, identify the pertinent contract clauses in the contract document form, or provide an appropriate statement which identifies the requirements. Provide a copy of the requirements to the cognate security office. Use item 11 if additional space is needed.)

13. INSPECTIONS: Elements of this contract are outside the inspection responsibility of the cognate security office. YES NO (If this, explain and identify specific areas or domains covered and the activity responsible for inspections. Use item 11 if additional space is needed.)

14. 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. TITLE: _____ b. TITLE: _____

15. ADDRESS (Include Zip Code): _____

16. SIGNATURE: _____

17. REQUIRED DISTRIBUTION:
 a. CONTRACTOR
 b. SUBCONTRACTOR
 c. CONTRACT SECURITY OFFICE FOR NAME AND SUBCONTRACTOR
 d. U.S. ACTIVITY RESPONSIBLE FOR CONTRACT SECURITY ADMINISTRATION
 e. ADMINISTRATIVE CONTRACTING OFFICE
 f. OTHER AS NECESSARY

DD FORM 254 (BACK), DEC 1999

Background Investigations: Classified Access Required

- ▼ Security Clearance: a formal determination that a person meets the personnel security eligibility standards and is eligible for access to classified information. Three main factors contribute to security access
 - Non-disclosure Agreement (NdA) or (SF-312)
 - Eligibility and
 - Need to Know.

Facility Clearance (FCL)

- ▼ Must be sponsored by:
 - Government Agency
 - Cleared Contract Facility (sub-contractors)
- ▼ Approval is granted by Defense Security Service (DSS)
 - Facility Clearance Branch processes based on procurement need and monitors contractors continued eligibility in the NISP.
 - http://www.dss.mil/isp/fac_clear/fac_clear.html
- ▼ Upon award of contract, SPAWAR SSC Atlantic will provide sponsorship letter at the **Secret** or **Top Secret** FCL
 - Allow 30-90 days (est.)
 - Interim FCLs are accepted to begin classified work

Processing of Contracts Requiring SCI/Special Access

- ▼ Processed through SPAWAR COR/CRM and SPAWAR Special Security Office (SSO)
 - Average processing time is approximately 45-90 days.
- ▼ Sub Contacts
 - 3 tier subcontracting not approved
 - All approved subcontractors must be identified in the awarded contract
- ▼ SPAWAR Atlantic Special Security Office (SSO) Point of Contact
 - **Inez Streuber**
 - (843) 218-4447
 - Inez.streuber@navy.mil

Contracts Requiring Sensitive Compartment Information Facility (SCIF) Access

- ▼ What constitutes “SCI Access”
 - Access to Sensitive Compartmented Information
 - Annotated by marking “Yes” in DD 254 box 10 (e)

- ▼ What constitutes “Special Access”?
 - Access to Special Access Information
 - Annotated by marking “Yes” in DD 254 box 10 (f)
 - Access to Sensitive Compartmented Information
 - Annotated by marking “Yes” in DD 254 box 10 (e)

Helpful Hints

- ▼ SAAR-N 5239/14 – this is an OPNAV form we cannot alter
 - The Date block following all digital signatures is required. It cannot be completed after the form is digitally signed.
 - Block 14. Verification of Need to Know – please check this box. This is a common error and will require rework on both ends
- ▼ Access & CAC application 5512/3
 - This is a new form that combines the old 5512/3 Access App and 5512/4 CAC App.
 - If SPAWAR building access is required, the initial badge will be for common areas only – building 3147, Z133 for example. If lab access is required, the lab manager must approve

<http://www.public.navy.mil/spawar/Atlantic/Pages/Contractor-Forms-and-Initial-Training.aspx>

Questions?

- Jessica Whitworth, Command Security Manager - 83300
 - jessica.whitworth@navy.mil
 - 843-218-5254
- Becky New, Personnel/Industrial Security Specialist - 83300
 - rebecca.new@navy.mil
 - 843-218-5831
- Katie Westover, Personnel/Industrial Security Specialist - 83300
 - katelyn.westover@navy.mil
 - 843-218-3733
- Inez Streuber, Personnel/Industrial Security Specialist (SCI) - 87100
 - inez.streuber@navy.mil
 - 843-218-4447