

**BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE COMMAND**



**AIR FORCE INSTRUCTION 31-601
AIR FORCE GLOBAL STRIKE COMMAND
SUPPLEMENT**

20 AUGUST 2010

Information Protection (IP)

INDUSTRIAL SECURITY PROGRAM MANAGEMENT

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This supplement implements and extends the guidance of AFI 31-601, *Industrial Security Program Management*, 29 June 2005. This supplement describes AFGSC's procedures for use in conjunction with the basic AFI. This supplement applies to all AFGSC personnel and tenant units on AFGSC installations. This supplement provides a baseline requirement for managing the Industrial Security Program. Deviations to this supplement must be approved by the Office of Primary Responsibility (OPR) prior to implementation. Refer recommended changes and questions about this publication to the OPR using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. Provide copies of base *supplements* to AFI 31-601 and this supplement to HQ AFGSC/IP. This supplement applies to Air National Guard and Air Force Reserve units tenant on AFGSC installations and participating under program oversight. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

1.6.2. The Government (system, program, or project manager) provides the necessary operational interface between the contractor and the Information Security Program Manager (ISPM). A management official of the visitor group will designate a contractor employee to be the on-base visitor group security representative. Copies of this written designation will be provided to the government sponsoring agency security manager and the ISPM.

1.6.2.4. The Contracting Officer will ensure the system, program, or project manager reviews the DD Form 254, *DoD Contract Security Classification Specification*, at least once every five

years or as required, to ensure accuracy and currency. The DD Form 254 does not have to be re-accomplished if changes are not required.

1.8.3.1.5. HQ AFGSC Information Protection Directorate (HQ AFGSC/IP).

1.8.5.3. The original classification authority (OCA) or designated organization is responsible for determining whether a damage assessment is warranted and making any subsequent decisions and/or notifications, as appropriate.

2.3.1. The company's security office will submit investigation requests for contractors requiring access to classified information.

2.4.1. The servicing security activity authorized requester of investigations submits the applicable background investigation to the Office of Personnel Management (OPM) for contractor trustworthiness and reliability determinations. This only applies to contractors who do not require access to classified information, but occupy positions of trust.

4.1.2. Use Attachment 2 (**Added**), Sample Instructions for Preparing DD Form 254, when accomplishing DD Forms 254.

4.3.1. The ISPM will annotate Block 13 of the original DD Form 254.

4.3.2. The Contracting Officer will ensure the System, Program, or Project Manager reviews the DD Form 254 at least once every five years or as required, to ensure accuracy and currency. The DD Form 254 does not have to be re-accomplished if changes are not required.

4.5.5. Wing/IP will maintain the original executed/signed Visitor Group Security Agreement (VGSA). Copies of the executed/signed VGSA will be provided to the authorized company official, visitor group security representative, and government sponsoring agency security manager.

5.4. Intermittent Visitors. Intermittent visitors on AFGSC installations will operate under the security requirements of the installation security program unless deemed otherwise by the Installation Commander. An intermittent visitor's presence on an installation usually does not exceed 90 consecutive days.

6.2.1. Information Security Program Reviews. The Wing/IP will conduct an initial information security program review for all visitor groups. After the initial program review, visitor groups are checked as part of the sponsoring activities' annual program review and semiannual security self-inspection program. Unit security managers ensure on-base visitor groups are included in their semiannual self-inspection program. The sponsoring activity Commander/Staff Agency Chief, security manager, and visitor group security focal point will be provided copies of program review reports.

6.2.4.2. Wing/IP will maintain the original VGSA for each integrated visitor group.

7.2. Visitor Groups. Contractors located on AFGSC installations will be established as integrated visitor groups or intermittent visitors unless the Installation Commander deems circumstances exist to identify the contractor operation as a cleared facility.

7.3.1. JPAS will be used to verify the personnel security clearance level for contractors located on or visiting DoD activities. Visit Authorization Letters (VALs) will be used when contractor personnel security information is not located in, or accurately reflected in JPAS. Security managers will maintain a copy of the VAL until contract performance ends.

7.3.1.1. (**Added**) Security managers and SSO's will in-process each visitor group employee into their organization as "servicing" in JPAS to ensure they receive information regarding clearance eligibility and access.

9.1.1. Do not release communications security (COMSEC) information or material to contractors without approval of the base COMSEC officer. When a contractor requires access or stores COMSEC material or documents, contact the base COMSEC officer.

DOUGLAS C. LITTLE, YA-03
Director of Information Protection

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AF—Air Force

COMSEC—Communication Security

DoD—Department of Defense

FOIA—Freedom of Information Act

IP—Information Protection

ISPM—Information Security Program Manager

JPAS—Joint Personnel Adjudication System

OCA—Original Classification Authority

OPM—Office of Personnel Management

RDS—Records Disposition Schedule

VAL—Visit Authorization Letter

VGSA—Visitor Group Security Agreement

Terms

Authorized Requester of Investigations—Organizations authorized to request Personnel Security Investigations (PSIs) from an investigation agency. The servicing Information Protection Office requests PSIs for contractor trustworthiness and reliability determinations.

Joint Personnel Adjudication System (JPAS)—The DoD system of records for personnel security and access information.

Information Protection Office— Designated by the commander, to support the installation population and tenant units in all areas of Information, Industrial, and Personnel security program implementation.

Attachment 2 (Added)**SAMPLE INSTRUCTIONS FOR PREPARING DD FORM 254, DOD CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

A3.1. (Added). General Information.

A3.1.1. (Added). A classified contract is any contract that requires, or will require, access to classified information by contractor personnel in performance of the contract. (A contract may be a classified contract even though the contract document is not classified.)

A3.1.2. (Added). The government provides guidance to prime contractors for classified contracts primarily by incorporating DD Form 254, DoD Contract Security Classification Specification, into every classified contract. The DD Form 254 tells the contractor what needs to be protected and to what degree. The DD Form 254, with its attachments and incorporated references, is the only authorized means for providing security classification guidance to a contractor. It should be written as specifically as possible, and it should include only that information that pertains to the contract for which it is issued. Do not cite government regulations in the DD Form 254. The contractor rarely has the regulation and may be confused by the citation. If access to a regulation is absolutely essential, cite the appropriate regulation in the DD Form 254. The government program manager must ensure the contractor receives a copy of the necessary regulation.

A3.1.3. (Added). If any attachment to the DD Form 254 includes classified information, refer to it in Item 13 as a separately transmitted instruction rather than as an attachment. Cite a short title or use whatever means necessary to identify such instructions without inserting classified information on the form. Transmit classified information separately from the DD Form 254.

A3.1.4. (Added). The contracting office will forward one copy of the DD Form 254 and a copy of the SOW to the Wing IP for review and coordination purposes. The Wing IP's coordination is annotated in "Block 13" of the DD Form 254 or a separate attachment, if required.

A3.1.5. (Added). The DD Form 254 must be an original, and all entries must be typewritten. Do not staple the DD Form 254 to any other document. For original (new buy) DD Forms 254, enter the Purchase Request (PR) number in pencil in the margin. Corrections made using correction fluid or tape must be neat and legible.

A3.1.6. (Added). DD Forms 254 should be forwarded to the Wing IP for coordination, through the base mail system if time allows.

A3.1.7. (Added). The form must contain the signature of the certifying official prior to distribution.

A3.2. (Added). Item-By-Item Instructions

A3.2.1. (Added). Item 1, Clearance and Safeguarding.

A3.2.1.1.1. (Added). Item 1.a. Insert the highest level of facility clearance required by the contractor for performance of the contract. Use only the words "TOP SECRET," "SECRET," or "CONFIDENTIAL." Special caveats such as RESTRICTED DATA, FORMERLY RESTRICTED DATA, COMSEC INFORMATION, etc., are not appropriate in this item. The contractor must have a valid facility clearance at least as high as the classification indicated in this item.

A3.2.1.1.2. (Added). Item 1.b. Insert the highest level of safeguarding capability required by the contractor for performance of the contract. The classification level shown in 1.b may not be

higher than that shown in Item 1.a. If the contractor will not possess classified information at the cleared facility in performing the contract, enter "Not Applicable" (N/A) or "None."

A3.2.1.3. (Added). NOTE: If 11.a is "YES," safeguarding capability **IS NOT** required. If 11.b or c is "YES," safeguarding capability **IS** required.

A3.2.2. (Added). Items 2. and 3.

A3.2.2.1. (Added). For an original (new buy) DD Form 254:

A3.2.2.1.1. (Added). Item 2.a. Insert "X" (contract number is entered at time of award by contracting official.)

A3.2.2.1.2. (Added). Item 2.b. Do not use. For prime contractor use only.

A3.2.2.1.3. (Added). Item 2.c. Insert "X" (solicitation or other number and due date (YYMMDD)).

A3.2.2.1.4. (Added). Item 3.a. Insert "X" in block before 3.a and the current date (YYMMDD).

A3.2.2.2. (Added). For a revised DD Form 254:

A3.2.2.2.1. (Added). Item 2.a. Enter existing contract number.

A3.2.2.2.2. (Added). Item 3.a. Enter date of original.

A3.2.2.2.3. (Added). Item 3.b. Enter "X," latest revision number, and current date (YYMMDD).

A3.2.2.2.4. (Added). NOTE: The date of the original will appear unchanged on each revised DD Form 254. Any change to DD Form 254 once it has been provided to a contractor either during the solicitation process or upon award, will be made by revising the form. Each time a revision is issued, it shall be given a sequential revision number.

A3.2.2.3. (Added). For a final DD Form 254:

A3.2.2.3.1. (Added). Item 3.a. Enter date of original.

A3.2.2.3.2. (Added). Item 3.b. Enter latest revision number and date of latest revision (YYMMDD).

A3.2.2.3.3. (Added). Item 3.c. Enter "X" in 3.c and current date (YYMMDD).

A3.2.2.3.4. (Added). NOTE: When a final DD Form 254 is issued, Item 5 is always marked "YES." Issue a final DD Form 254 only when a contract is completed and retention of the classified material has been authorized, or the material in question is declassified.

A3.2.3. (Added). Item 4: This item pertains to follow-on contracts. To qualify as a follow-on contract, the new contract must be to the same contractor for the same item or service as the preceding contract. When these conditions exist, enter "X" in the "YES" box, and enter the preceding contract number in the space provided. This item authorizes the contractor to transfer classified material received or generated under the preceding contract to the current contract. It is assumed that the contractor will require access to the same information for performance of the follow-on contract as was required for the previous contract. If the preceding contract is not complete, transfer of accountability is not permitted; enter "X" in "NO." An active contract justifies possession of the classified material.

A3.2.4. (Added). Item 5. Issue a final DD Form 254 only when a contract is complete and retention of the classified material has been authorized, or the material in question has been declassified. If a final DD Form 254 is being issued, enter "X" in the "YES" box, the date of the contractor's request for retention and the authorized period of retention in the spaces provided. Retention period will not extend beyond 2 years. If a final DD Form 254 is not being issued, enter "X" in "NO."

A3.2.5. (Added). Item 6.

A3.2.5.1. (Added). (This item is completed by the contracting official when the successful offer has been determined.) Enter the name and address of the prime contractor in Item 6.a as it appears on the contract. Enter the contractor's Cage Code in 6.b and the name and address of the appropriate Defense Security Service (DSS) cognizant security office (CSO) in 6.c. See www.dss.mil for CSO information.

A3.2.5.2. (Added). NOTE: When applicable, enter the name and address of the prime foreign contractor in Item 6.a, when contract performance is outside the U. S., Puerto Rico, or a U. S. possession, territory, or trust territory. In Item 6.c, enter the name and address of the following government agency who will notify the appropriate security officials of the foreign government responsible for enforcing security requirements in the foreign contractor facility:

Defense Security Service
Office of International Programs
1340 Braddock Place
Alexandria, VA 22314-1651

A3.2.5.3. (Added). Also, the USAF program/project manager (Item 13) and certifying official (Item 16) must include in the contract document or in Item 13, any special security clauses or physical security requirements necessary by virtue of the foreign location.

A3.2.5.4. (Added). All release of classified information to foreign nationals must agree with National Disclosure Policy. Coordinate any classified contract involving foreign disclosure with your Foreign Disclosure office.

A3.2.6. (Added). Item 7. Enter "N/A" in 7.a, b, and c. (This item is not used by the Air Force, only the prime contractor when subcontracting.)

A3.2.7. (Added). Item 8. If work is to be performed at another contractor's facility other than as specified in 6.a, enter the appropriate name and address in Item 8.a, the Cage Code in 8.b, and the CSO in 8.c. If work will not be performed at another contractor's facility, enter "N/A" in 8.a, b, and c. If work will not be performed at another contractor's facility, but at a government installation, enter "See Item 13" in 8.a, and list the performance location in item 13. The CSO is always the DSS Director of Industrial Security who has industrial security jurisdiction over the geographical area in which the contractor is located -- no other activity should be shown in this block. If inspections will be conducted by someone other than the CSO, enter "See Item 15" in 8.c and enter that information in Item 15. (See instructions for Item 11.a, for additional information.)

A3.2.8. (Added). Item 9. Enter a brief, yet sufficiently complete unclassified statement to identify the nature of the procurement. Use a general description of the procurement. Do not use stock numbers or part numbers.

A3.2.9. (Added). Item 10.

A3.2.9.1. (Added) Item 10.a, COMSEC INFORMATION. A contractor who requires access to COMSEC material/information must submit a request to the appropriate Air Force or National Security Agency (NSA) central office of record through the contracting or program office. If applicable, mark this item "YES." COMSEC information includes accountable or non-accountable COMSEC information and controlled cryptographic items (CCI). If accountable COMSEC information is involved, the contractor must have an Air Force or NSA COMSEC account or be supported by a COMSEC account and Item 11.h should be marked "YES." An "X" in the "YES" box imposes the requirements of the COMSEC Supplement to the NISPOM on the contractor for safeguarding the COMSEC information. If this item is marked "YES," enter the following statement in Item 13:

A3.2.9.1.1. (Added). "Ref. 10.a: COMSEC material/information may not be released to DOD contractors without Air Force Cryptological Support Center (AFCSC) approval. Contractor must forward requests for COMSEC material/information to the COMSEC officer through the program office. The contractor is governed by the DOD 5220.22-S COMSEC Supplement to the NISPOM in the control and protection of COMSEC material/information. Access to COMSEC material by personnel is restricted to U. S. citizens holding final U. S. Government clearances. Such information is not releasable to personnel holding only reciprocal clearances."

A3.2.9.2. (Added). Item 10.b, RESTRICTED DATA. This item will be marked "YES" if access to RESTRICTED DATA, information which is classified and controlled under the Atomic Energy Act of 1954, or CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI) is required. This item will always be marked "YES" if Item 10.c is marked "YES." Access to RESTRICTED DATA requires a final U.S. Government clearance at the appropriate level.

A3.2.9.3. (Added). Item 10.c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION. This item will be marked "YES" if access to CNWDI is required. Permission of the Air Force is needed prior to subcontracting CNWDI. Special briefings and procedures are also required. Access to CNWDI requires a final U. S. Government clearance at the appropriate level. If this item is marked "YES," enter the following statement in Item 13:

A3.2.9.3.1. (Added). "Ref. 10.c. This contractor is permitted access to CNWDI in performance of this contract. The government program manager or designated representative will ensure the contractor security supervisor is briefed for CNWDI."

A3.2.9.3.2. (Added). **NOTE:** DSS briefs the contractor for access to CNWDI, upon request. The Air Force program official must request this action of the appropriate DSS office if desired. If the program official retains this responsibility, advise the appropriate DSS office in writing.

A3.2.9.4. (Added). Item 10.d, FORMERLY RESTRICTED DATA. This item will be marked "YES" if access to FORMERLY RESTRICTED DATA is required. Access to FORMERLY RESTRICTED DATA requires a final U. S. Government clearance at the appropriate level.

A3.2.9.5. (Added). Item 10.e, INTELLIGENCE INFORMATION. Special Security Office (SSO) coordination is required on each DD Form 254 for contracts involving intelligence releases and should coordinate prior to the Wing IP. If a determination is made that the contractor will require access to intelligence information during contract performance, the contract monitor prepares the DD Form 254 and routes through SSO for coordination and instructions on release of intelligence information to contractors. The contract monitor will receive instructions from the SSO for Sensitive Compartmented Information (SCI) or non-SCI (or both if applicable), attach the appropriate one to the DD Form 254, and show as an attachment in Item 14. Item 10.e(1) or (2) should be marked accordingly. The contract monitor must ensure the appropriate release of intelligence letter is forwarded to SSO after the contract has been awarded and the final DD Form 254 has been processed by the contracting official.

A3.2.9.5.1. (Added). If access to SCI intelligence information is required by the contractor, mark 10.e(1) "YES" and:

A3.2.9.5.1.1. (Added). Enter "TOP SECRET" in Item 1.a and b.

A3.2.9.5.1.2. (Added). Mark Item 11.k "YES." (Defense Courier Service is authorized.)

A3.2.9.5.1.3. (Added). Enter "PUBLIC RELEASE OF SCI IS NOT AUTHORIZED" in Item 12.

A3.2.9.5.1.4. (Added). Mark 14 and 15 "YES" and enter the following in:

A3.2.9.5.1.4.1. (Added). Item 13: "Ref. 10.e(1). Contractor will require access to DCID's 1/7 and 1/19."

A3.2.9.5.1.4.2. (Added). Item 14: "Ref. 10.e(1). (List the designated contract monitor's name, telephone number and address, and the designated SSO telephone number and address.) See attached SCI Release of Intelligence Information for additional security requirements. Prior approval of the contracting activity is required for subcontracting. Access to intelligence information requires special briefings and a U. S. Government clearance at the appropriate level."

A3.2.9.5.1.4.3. (Added). Item 15: "Ref. 10.e(1). The (enter appropriate U. S. Government activity) has exclusive security responsibility for all SCI classified material released to or developed under this contract and held within the contractor's Sensitive Compartmented Information Facility (SCIF). DSS is relieved of security inspection responsibility for all such material but retains responsibility for all non-SCI classified material released to or developed under the contract and held within the contractor SCIF." DIA with trained DSS augmentees shall be responsible for reviewing all the contractor's SCIF documentation to ensure compliance with SCI directives or regulations.

A3.2.9.5.1.5. (Added). Enter "SSO" in Item 17 and obtain the SSO coordination prior to submitting to the SSA.

A3.2.9.5.2. (Added). If access to non-SCI intelligence information is required by the contractor, mark 10.e(2) and 14 "YES". Mark 15 "NO" and enter the following in:

A3.2.9.5.2.1. (Added). Item 13: "Ref. 10.e(2). Contractor will require AFI 14-302 (DCID 1/7) and AFI 14-303."

A3.2.9.5.2.2. (Added). Item 14: "Ref. 10.e(2). See attached non-SCI Release of Intelligence Information for additional security requirements. Prior approval of the contracting activity is required for subcontracting. Access to intelligence information requires special briefings and a final U. S. Government clearance at the appropriate level."

A3.2.9.5.2.3. (Added). Item 17: Enter "SSO" and obtain SSO coordination prior to submitting to the Wing IP.

A3.2.9.5.3. (Added). NOTE: If the contractor requires access to both SCI and non-SCI intelligence information, the contract monitor must use both non-SCI and SCI Release of Intelligence Information Instructions, mark Items 10.e(1), 10.e(2), 14 and 15 "YES," and include in Items 13, 14, and 15 all the required information in the previous instructions which apply to all intelligence information releases. Refer questions regarding intelligence information to the local SSO.

A3.2.9.6. (Added). Item 10.f, SPECIAL ACCESS PROGRAM INFORMATION. A special access program (SAP) is one which is established and approved by the Secretary of the Air Force to control access, distribution, and to provide protection for particularly sensitive classified information beyond that normally required for Top Secret, Secret, or Confidential information. A "carve-out" is a classified contract awarded by the Air Force in connection with a SAP in which DSS has been relieved of security and/or oversight responsibility in whole or in part. Prior approval of the contracting activity is required for subcontracting. Access to SAP information requires a final U. S. Government clearance at the appropriate level.

A3.2.9.6.1. (Added). If the contractor is required to have access to a SAP (which is not a "carve out"), mark 10.f "YES," and enter the following statement in Item 13:

A3.2.9.6.1.1. (Added). "Ref. 10.f: DSS maintains cognizance over the SAP. The inspecting Industrial Security Representative must be briefed into the SAP (insert unclassified nickname) by

the government program manager or designated representative prior to access to the SAP material."

A3.2.9.6.2. (Added). If the contractor is required to have access to a SAP, but the program office is not the OPR for the SAP, insert the following statement in Item 13:

A3.2.9.6.2.1. (Added). "Ref. 10.f: The OPR for the SAP is not the office shown in Item 13 of this form. However, the contractor requires access to (insert unclassified SAP nickname) material. The contractor must adhere to the special access requirements/procedures developed by the OPR."

A3.2.9.6.3. (Added). If the contractor is required to have access to a "carve-out" classified contract, mark Items 10.f and 14 "YES" and enter the following statement in Item 14:

A3.2.9.6.3.1. (Added). "Ref. 10.f: DSS has no responsibility for (insert unclassified nickname) SAP material. (Insert AF symbol and address) has exclusive security responsibility for all SAP material released or developed under this contract."

A3.2.9.7. (Added). 10.g, NATO INFORMATION. This means information belonging to, and circulated by, the North Atlantic Treaty Organization (NATO). Special briefings are required for access to NATO. Prior approval of the contracting activity is required for subcontracting. Access to classified NATO information requires a final U. S. Government clearance at the appropriate level.

A3.2.9.8. (Added). Item 10.h, FOREIGN GOVERNMENT INFORMATION. This item includes any foreign government information except NATO. Prior approval of the contracting activity is required for subcontracting. Access requires a final U. S. Government clearance at the appropriate level.

A3.2.9.9. (Added). Item 10.i, LIMITED DISSEMINATION INFORMATION (LIMDIS). This category of information has been abolished. Mark "NO" in all cases.

A3.2.9.10. (Added). Item 10.j, FOR OFFICIAL USE ONLY INFORMATION (FOUO). When this item is marked "YES," the Air Force is responsible for providing the contractor with the safeguards and procedures necessary for protection of the information. Attach a copy of "Protecting FOUO Information" and enter the following statement in Item 13:

A3.2.9.10.1. (Added). "Ref. 10.j: FOUO information provided under this contract shall be safeguarded as specified in the attachment "Protecting For Official Use Only (FOUO) Information."

A3.2.9.10. (Added). Item 10.k, OTHER (Specify). Use this item for any other information not included in 10.a through j. Specify the type of information and include any additional remarks needed in Item 13.

A3.2.9.11. (Added). **NOTE:** The access requirements previously listed are included as a part of the form because they are common situations that occur in classified contracts. If they are not applicable to the contract requirements, indicate "NO" for all of them. For those access requirements which are applicable but are not specified by 10.a through j, add in Item 10.k "See Item 13," and include appropriate statements in Item 13.

A3.2.10. (Added). Item 11.

A3.2.10.1. (Added). These items are marked "YES" or "NO" according to the requirements of each contract. An explanation of each item follows. **NOTE:** Only one of 11.a, b, or c may be marked "YES." The other two must be marked "NO."

A3.2.10.1.1. (Added). Item 11.a. HAVE ACCESS ONLY AT ANOTHER CONTRACTOR'S FACILITY OR AT A GOVERNMENT ACTIVITY. Note the word ONLY. This means there will be no access to classified information related to this contract at the contractor's facility. The

contractor will not be required to have safeguarding capability at his facility and Block 1.b. of the DD Form 254 would be marked "N/A" or "NONE." If "YES" is marked for this item, add the following statement in block 13:

A3.2.10.1.1.1. (Added). "Ref. 11.a: Contract performance is restricted to (enter name and address of government activity). Using activity will provide security classification guidance for performance of this contract."

A3.2.10.1.1.2. (Added). Insert the following statements in blocks 14, 15, and 17 of the DD Form 254 if contract performance will be on **another** government installation (including overseas):

A3.2.10.1.1.2.1. (Added). Block 14: "Provide the information requested by the Notification of Government Security Activity Clause, AFFARS 5352.204-9000, and Visitor Group Security Agreements Clause, AFFARS 5352.204.9001, to the Information Protection (IP) Activity address in block 17 of this form. Refer to the contract document for these clauses."

A3.2.10.1.1.2.2. (Added). Block 15: "Industrial Security Reviews, while operating on an Air Force Installation, will be conducted by the Wing IP."

A3.2.10.1.1.2.3. (Added). Block 17: (Insert the Servicing Security Activity's address at the operating location.)

A3.2.10.2. (Added). Item 11.b. RECEIVE CLASSIFIED DOCUMENTS ONLY. Note the word ONLY. This means the contractor will receive classified documents, but is not expected to generate classified information or have any classified hardware in performance of the contract. The classification markings shown on the documents will provide the necessary guidance. If the "YES" box is marked for this item, add the following statement in Block 13:

A3.2.10.2.1. (Added). "Ref. 11.b: Contractor will receive classified documents for reference only; however, if any classified information is generated in performance of this contract, it shall be derivatively classified and marked consistent with the source material. (Reference applicable security classification guide)"

A3.2.10.2.2. (Added). NOTE: If this item is marked "YES," the contractor will be required to have safeguarding capability at their facility, therefore mark 1.b as required.

A3.2.10.3. (Added). Item 11.c. RECEIVE AND GENERATE CLASSIFIED INFORMATION. This means the contractor is expected to receive and generate classified information (documents and/or hardware) and will require detailed security classification guidance for performance of the contract. If the YES box is marked for this item, detailed security classification guidance must be provided to the contractor. Detailed guidance is usually contained in a security classification guide. The guidance may be included in Item 13, attached to the DD Form 254, forwarded under separate cover, or included in the contract document itself. Statements, as appropriate, shall be included in Item 13 to direct the contractor to the guidance for the contract. References to SCGs should include the title, date and a list of all changes and dates.

A3.2.10.3.1. (Added). NOTE: If this item is marked "YES," the contractor will be required to have safeguarding capability at his facility, therefore mark 1.b as required. Marking 11.c "YES" permits contract performance at both the contractor's facility and at a government activity. If work will be performed at a government activity as well as the prime contractor's facility, refer to instructions for ITEM 11.a for additional information.

A3.2.10.4. (Added). 11.d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE. If "YES" and the hardware is of a size and/or quantity that prohibits storage in a standard (2 cubic feet) container, enter the following statement in Item 13:

A3.2.10.4.1. (Added). "Ref. 11.d: Contractor must provide adequate storage for classified hardware to the level of (enter Top Secret, Secret, or Confidential) which exceeds two cubic feet but not more than _____ cubic feet."

A3.2.10.5. (Added). Item 11.e. PERFORM SERVICES ONLY. "YES" in this item will require a statement in Item 13 to explain the services and to provide appropriate guidance. Sample statements are given below. For service-type contracts not covered, add any appropriate statement in Item 13 that explains why the contract is a classified contract and provide guidance as necessary to ensure protection of the classified information.

A3.2.10.5.1. (Added). For ENGINEERING SERVICES, add the following statement in Item 13:

A3.2.10.5.1.1. (Added). "Ref. 11.e: Contract is for engineering services. Classification markings on the material to be furnished will provide the guidance necessary for performance of the contract."

A3.2.10.5.2. (Added). For EQUIPMENT MAINTENANCE SERVICES, add the following statement in Item 13:

A3.2.10.5.2.1. (Added). "Ref. 11.e: Contract is for equipment maintenance services on equipment which processes classified information. Actual knowledge of, generation, or production of classified information is not required for performance of the contract. Cleared personnel are required to perform this service because access to classified information cannot be precluded by escorting personnel."

A3.2.10.5.3. (Added). For a service contract in which the contractor is only required to be physically present in an area containing classified information and security measures which are in force do not prevent the gaining of knowledge of classified information, add the following statement in Item 13:

A3.2.10.5.3.1. (Added). "Ref. 11.e.: Actual knowledge of, generation, or production of classified information is not required for performance of the contract. Cleared personnel are required to perform this service because security measures which are in force do not preclude access to classified information."

A3.2.10.6. (Added). Item 11.f. HAVE ACCESS TO U. S. CLASSIFIED INFORMATION OUTSIDE THE U. S., PUERTO RICO, U. S. POSSESSIONS AND TRUST TERRITORIES. If "YES," indicate city and country of overseas performance in Item 13. Item 14 may be "YES" and should be completed if appropriate. A copy of the DD Form 254 must be provided to the U. S. Air Force servicing security activity responsible for overseas inspections. Under 17.d type "HQ USAFE/IP" or "HQ PACAF/IP" as applicable. Provide a copy to the Wing IP where any work will be performed under terms of the contract.

A3.2.10.7. (Added). Item 11.g. BE AUTHORIZED TO USE THE SERVICES OF DTIC OR OTHER SECONDARY DISTRIBUTION CENTER. "YES" in this item means the contractor is authorized to use the services of DTIC and will require the contractor to prepare and process DD Form 1540 and DD Form 1541. In authorizing the use of this service, the contracting official must critically review and clearly establish a contractor's need-to-know for DTIC scientific and technical information before approving the DD Form 1540 and 1541. The contracting official, with concurrence of the program/ project manager, must ensure specific fields of interest are identified only as they relate to the contract.

A3.2.10.8. (Added). Item 11.h. REQUIRE A COMSEC ACCOUNT. If accountable COMSEC information will be provided to the contractor, enter an "X" in the YES box. If non-accountable COMSEC information is involved, enter an "X" in the NO box. (See Item 10.a.)

A3.2.10.9. (Added). Item 11.i. HAVE EMSEC (TEMPEST) REQUIREMENTS. Contractors are required to comply with EMSEC (TEMPEST) requirements according to AFI 33-203. If EMSEC requirements for the contract are over and above those normally called for in the NISPOM, the government program manager and the contracting official must ensure such requirements are specifically included in the contract. Contractor shall not implement specific EMSEC countermeasures nor shall they impose any EMSEC requirements on a subcontractor without prior approval of the Air Force. Contact the Wing Communications Squadron for information concerning EMSEC requirements. If EMSEC requirements are in addition to those specified in the NISPOM, mark 11.i and 14 "YES" and enter the following statement in Item 14:
A3.2.10.9.1. (Added). "Ref. 11.i: See Contract Clause No. _____ (enter clause number) for additional EMSEC requirements."

A3.2.10.9.2. (Added). **NOTE:** See AFI 33-203, *The Air Force Emission Security Program*, for additional guidance and requirements.

A3.2.10.10. (Added). Item 11.j. HAVE OPSEC REQUIREMENTS. The NISPOM does not require the contractor to implement or comply with OPSEC requirements, unless these special security requirements are specifically incorporated into the contract. If OPSEC requirements are required, the government program manager and the contracting official must include such requirements in the contract. Imposing OPSEC requirements will add additional costs to the contract. A contractor shall not implement OPSEC requirements nor shall they impose any OPSEC requirements on a subcontractor without prior approval of the Air Force. If OPSEC requirements are imposed, mark 11.j and 14 "YES" and enter the following statement in Item 14:

A3.2.10.10.1. (Added). "Ref. 11.j: See Contract Clause No. _____ (enter clause number) for additional OPSEC requirements."

A3.2.10.11. (Added). Item 11.k. AUTHORIZED USE OF THE DEFENSE COURIER SERVICE. This item authorizes the contractor to use the services of DCS. "YES" in this item requires the contracting activity to request DCS services from the Commander, Defense Courier Service, ATTN: Operations Division, Fort George G. Meade, MD 20755-5370. Only certain classified information qualifies for shipment by DCS. It is the responsibility of the contracting activity to comply with DCS policy and procedures. (This item will be marked "YES" when Blocks 1.a and 1.b are marked TOP SECRET, when 10.a and 11.h are marked "YES," and when 10,e(1) is marked "YES.")

A3.2.10.12. (Added). Item 11.l. OTHER (Specify). Use this term to add any additional performance requirements, i.e., automated information systems (AISs) processing not covered above. Item 13 should be appropriately annotated to provide any necessary remarks.

A3.2.11. (Added). Item 12.

A3.2.11.1. (Added). The contractor must obtain permission from the Air Force, prior to public release of any information, regardless of classification, under the contract. Enter "X" in the THROUGH block and enter the local public affairs office in the space provided.

A3.2.11.2. (Added). If release is not authorized, enter "NONE AUTHORIZED."

A3.2.12. (Added). Item 13.

A3.2.12.1. (Added). This is the most important part of the entire DD Form 254. This item, when properly completed, will convey to the contractor the applicable classification and declassification specifications for the classified information involved in the contractual effort.

A3.2.12.1.1. (Added). If a security classification guide exists, reference it in this item. List all guides if more than one applies. The reference must include the title and date of the guide. If the

entire guide does not apply to this contract, cite only the specific portions which apply, such as "Only Section IV of the security classification guide applies to this effort."

A3.2.12.1.2. (Added). NEVER insert specific guidance, such as "Transmitter frequency classified SECRET."

A3.2.12.1.3. (Added). If specific guidance is required, and there is no guide for the program, develop a letter guide. An authorized original classification authority must sign all guides, no matter what the form. (Individuals developing letter guides are encouraged to seek the advice and assistance of the Wing IP.)

A3.2.12.1.4. (Added). USAF PROGRAM/PROJECT MANAGER: Enter the information as requested. Ensure this item has a signature prior to submitting to the Wing IP for coordination. The Wing IP will coordinate in the space provided. (There should be no changes made to the form after the Wing IP coordination unless those changes are coordinated with the Wing IP.)

A3.2.13. (Added). Item 14. This item applies any time security requirements are imposed on a contractor that are in addition to the requirements of the NISPOM or its Supplements. "YES" in this item requires the contracting activity to incorporate the additional requirements in the contract document itself, or to incorporate the additional requirements by statements or reference in Item 13. Attendant costs incurred due to additional security requirements are subject to negotiation by, and reimbursement to, the contractor and are the responsibility of the contracting activity imposing the additional requirements. A copy of the additional security requirements shall be provided to the cognizant security office. Examples of additional security requirements are:

A3.2.13.1. (Added). SCI.

A3.2.13.2. (Added). Special Access Programs.

A3.2.13.3. (Added). EMSEC.

A3.2.13.4. (Added). OPSEC.

A3.2.14. Item 15. This item applies when the CSO is relieved of inspection responsibility in whole or in part. "YES" in this item requires the Air Force to provide information on the specific area DSS is relieved of inspecting and to identify the activity responsible for inspection. A copy of the DD Form 254 must be provided to the appropriate CSO or to the servicing security activity for overseas performance. Refer to Item 11.a. for more information.

A3.2.15. Item 16. The contracting official completes the requested information in this item. (The DD Form 254 is not considered a valid document unless this item has been completed.)

A3.2.16. Item 17. Mark Items 17.a, c, e, and f (the Wing IP). If contract performance will occur overseas enter "X" in 17.d. and add "USAFE/IP" or "PACAF/IP" and any other geographic location where work will be performed (see 11.a and f these instructions). If Item 10.e(1) or (2) are marked "YES," add "SSO" to this item and obtain the local SSO coordination prior to submitting to the Wing IP for coordination. If contract performance will occur at a military installation (other than overseas), add the address of the servicing security activity. If contract performance will occur at many locations, type in "SEE ATTACHED" in Item 17 and attach a list of locations with the address of the servicing security activity for each. You may also put your office symbol in this block to receive a copy of the DD Form 254 for the awarded contract.