

**DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)

1. CLEARANCE AND SAFEGUARDING

a. FACILITY CLEARANCE REQUIRED

TOP SECRET

b. LEVEL OF SAFEGUARDING REQUIRED

NONE

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

a. PRIME CONTRACT NUMBER
NNG12CR31C

b. SUBCONTRACT NUMBER

c. SOLICITATION OR OTHER NUMBER
NNG11281303R

Due Date (YYMMDD)

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

a. ORIGINAL (Complete date in all cases)
Date (YYMMDD)
2012/05/01

b. REVISED (Supersedes all previous specs) Revision No.
Date (YYMMDD)

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 _____ (Preceding Contract Number) are 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 classified material is authorized for the period _____

6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE
**SGT, Inc.
7701 Greenbelt Rd., Suite 400
Greenbelt, Maryland 20770**

b. CAGE CODE
1DDX3

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)


7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

8. ACTUAL PERFORMANCE

a. LOCATION

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

Omnibus Multidiscipline Engineering Services (OMES) for the study, design, systems engineering, development, fabrication, integration, testing, verification, and operations of space flight, airborne, and ground system hardware and software, including development and validation of new technologies to enable future space and science missions.

10. CONTRACTOR WILL REQUIRE ACCESS TO:

	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input checked="" type="checkbox"/>	
b. RESTRICTED DATA		<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA		<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION		
(1) Sensitive Compartmented Information (SCI)	<input checked="" type="checkbox"/>	
(2) Non-SCI		<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION		<input checked="" type="checkbox"/>
g. NATO INFORMATION		<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION		<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION		<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION		<input checked="" type="checkbox"/>
k. OTHER (Specify) NASA SBU Information	<input checked="" type="checkbox"/>	

11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR

	YES	NO
a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	
b. RECEIVE CLASSIFIED DOCUMENTS ONLY		<input checked="" type="checkbox"/>
c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		<input checked="" type="checkbox"/>
d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		<input checked="" type="checkbox"/>
e. PERFORM SERVICES ONLY		<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"/>
g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		<input checked="" type="checkbox"/>
h. REQUIRE A COMSEC ACCOUNT	<input checked="" type="checkbox"/>	
i. HAVE TEMPEST REQUIREMENTS		<input checked="" type="checkbox"/>
j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		<input checked="" type="checkbox"/>
k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		<input checked="" type="checkbox"/>
l. OTHER (Specify)		<input checked="" type="checkbox"/>

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 unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release

Direct Through (Specify)

NASA Goddard Space Flight Center, Office of Public Affairs, Code 130, Greenbelt, MD 20771

CC To the Public Affairs Division, NASA Headquarters, Washington, D.C. 20546 for review.

13. **SECURITY GUIDANCE.** The security classification guidance needed for this classified 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. Add additional pages as needed to provide complete guidance.)

In performance of this contract, some personnel may require access to classified information up to the TOP SECRET/SCI level. The Contractor must have sufficient number of cleared employees assigned duties under this contract to be able to complete all classified work assignment up to and including TOP SECRET/SCI.

1. NASA Space Network Security Classification Guide, January 1, 2010
2. DoD 5220.22-M, National Industrial Security Program Operating Manual, February 28, 2006
3. NSA CSS Policy Manual 3-16 "Control of COMSEC", August 5, 2005
4. National Security Telecommunications Systems Security Instruction (NSTSSI) 4005 Safeguarding Communications Security (COMSEC) Facilities and Materials, August 1997
5. Amendment to NSTISSI 4005 (NSTISSC-003-98), March 2, 1998
6. Amendment to NSTISSI 4005 (CNSS-079-03), August 5, 2003
7. CNSSP-1, National Policy for Safeguarding and Control of COMSEC Materials, September 2004
8. NPR 1600.1, NASA Security Program Procedural Requirements w/Change 2, April 1, 2009
9. GPR 1600.1, Goddard Security Requirements, April 3, 2008
10. NPD 1600.2E, NASA Security Policy, April 28, 2004 (Revalidated 4/1/2009)
11. NPR 2810.1A, Security of Information Technology, May 16, 2006
12. NPD 2810.1D, NASA Information Security Policy, May 9, 2009
13. NPD 1660.1B, NASA Counterintelligence (CI) Policy November 18, 2008
14. NPR 1660.1, Counterintelligence (CI)/Counterterrorism (CT) Procedural Requirements December 21, 2004
15. OMB Circular A-130, Management of Federal Information Resources
16. Federal Information Security Management Act of 2002

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

See Attached Pages

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

See Attached Pages

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

Caroline E. Ardolini

b. TITLE

Industrial Security Specialist

c. TELEPHONE (Include Area Code)

301-286-6689

d. ADDRESS (Include Zip Code)

NASA Goddard Space Flight Center
Code 240
Greenbelt, MD 20771

e. SIGNATURE

Caroline E. Ardolini

17. **REQUIRED DISTRIBUTION**

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | a. CONTRACTOR |
| <input checked="" type="checkbox"/> | b. SUBCONTRACTOR |
| <input checked="" 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 |
| <input checked="" type="checkbox"/> | f. OTHERS AS NECESSARY NASA Headquarters, PAO/Code 130 |

13. Security Guidance (Continued)

Any employee, who observes or becomes aware of the deliberate or suspected compromise of, classified national security information shall promptly report such information personally to the GSFC Counter Intelligence (CI) Office. If unclassified but sensitive information appears compromised by or on behalf of foreign or domestic powers, organizations or persons, employees shall report such information to the GSFC CI Office. If an employee becomes aware of information pertaining to international or domestic terrorist activities, employees shall also report to the GSFC CI Office. If the information indicates a computer compromise or other cyber intrusion, the Office of Inspector General shall be promptly notified.

If an employee becomes aware of deliberate or suspected compromise of COMSEC keying material or equipment, the employee shall promptly report such information personally to the GSFC COMSEC Manager.

14. Additional Security Requirements (Continued)

This contract requires access to Sensitive Compartmented Information (SCI). SCI will only be released to contractor employees requiring access in order to perform within the scope of the contract and only after official verification of the appropriate clearance level has been obtained. Any SCI material furnished to the contractor will be returned to the direct custody of the agency having cognizance unless other disposition instructions have been issued.

The names of any additional employees requiring SCI clearance solely for the purpose of this contract will be provided to a designated contract monitor or the Contracting Officer's Technical Representative (COTR), who will verify and approve the request. After approval, the name will be provided to the GSFC Protective Services Division Program Security Official for coordination with the Contractor special Security Officer (CSSO). The CSSO shall submit a request for the investigation and clearance in accordance with the National Industrial Security Program Operating Manual and any additional instructions of the User Agency having cognizance.

Need-to-know verification for employees' classified visits to SCI facilities in the performance of this contract shall be obtained by the CSSO from the designated contract monitor, the COTR, or the GSFC Protective Services Division Program Security Official prior to submission or transmittal.

15. Inspections (Continued)

The SCIF Certifying Agency has exclusive security responsibility for all SCI material released or developed under this contract and held within the GSFC 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 this contract.