



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORINST 4200.35
N4
8 Oct 2021

COMNAVRESFOR INSTRUCTION 4200.35

From: Commander, Navy Reserve Force

Subj: SENSITIVE ACTIVITY AND INTELLIGENCE-RELATED CONTRACTING
WITHIN THE NAVY RESERVE FORCE

Ref: (a) SECNAVINST S4200.35A
(b) DoD Directive 5148.13
(c) DoD Instruction O-5100.94
(d) DoD Manual 5105.21
(e) COMNAVRESFORINST 5510.9A
(f) COMNAVRESFOR Reserve Force Special Security Officer Designation Letter
(g) Federal Acquisition Regulation (FAR) Part 2.101
(h) DoD 5220.22-M
(i) Federal Acquisition Regulation (FAR) Part
(j) SECNAV Manual 5210.1
(k) OPNAVINST 5215.17A

Encl: (1) Certification of Contract Classification Memorandum and SAIRC Criteria
Determination Template
(2) SAIRC Memorandum Template
(3) DD Form 254, Department of Defense Contract Security Classification Specification
(4) DD Form 254, SCI Addendum Template
(5) Complete Package Checklist

1. Purpose. Establishes policy, procedures, and responsibilities for the review of acquisition packages to identify and validate presence of one or more sensitive activity and intelligence related contracting (SAIRC) criteria per reference (a), and the administrative handling of any package that requires SAIRC support via SAIRC Review Board (SAIRC-RB) processing.

2. Background. References (a) through (d) provide the regulatory basis of sensitive activity and intelligence related acquisition package management. This instruction implements the policy and procedures of reference (a) within Commander, Navy Reserve Force (COMNAVRESFOR) and all subordinate commands.

3. Applicability. This instruction applies to all contractual requirements in support of COMNAVRESFOR and subordinate commands including those that are funded by a request for contractual procurement (NAVCOMPT 2276), military interdepartmental purchase request (MIPR), project, work order, or any other method for obtaining contractor support.

4. Policy

a. COMNAVRESFOR requests for SAIRC support must be validated with a signature by Commander, Navy Reserve Force. All subordinate command (echelon III and below) requests for SAIRC support must be validated by signature approval from Deputy Commander, Navy Reserve Force. Per reference (a) paragraph 6d, delegation of these signature approval authorities is not authorized for those contracting action candidate packages determined to meet SAIRC criteria by the sponsoring command's self-screen.

b. Classified and unclassified contracts should be screened against SAIRC criteria because the classification does not preclude it from SAIRC review. Per reference (e), all acquisition packages must be reviewed by COMNAVRESFOR activity security manager (ASM) (COMNAVRESFOR ASM may delegate responsibility to subordinate ASM or Special Security Officer (SSO) for subordinate commands' acquisition packages) to screen against the below SAIRC criteria as defined in reference (a) enclosure (2), paragraph (9).

c. Upon determination by COMNAVRESFOR ASM, delegated ASM, or SSO that a package does not meet SAIRC criteria, non-SAIRC determination will be documented with enclosure (1) and via the acquisition package process. The responsible contracts management team will maintain a copy of the determination in the local contract file. The PWS or SOW will also indicate at the beginning of the security section that "the work to be performed under this contract is unclassified", irrespective of the PCL or FCL. A contract may require contractors to obtain and maintain a security clearance, but this criteria alone does not indicate that the contract is classified.

d. Upon determination by COMNAVRESFOR ASM, delegated ASM, or SSO that a package does meet SAIRC criteria, SAIRC determination will be documented with enclosure (1) and via the acquisition package process. The responsible contracts management team will maintain a copy of the determination in the local contract file. Per reference (e), either the contracting officer's representative (COR) (under the oversight of COMNAVRESFOR ASM), or COMNAVRESFOR ASM will prepare and sign enclosure (3) to be included in the acquisition package.

e. All acquisition packages will be handled within proper channels (classified packages will be restricted to secret internet protocol router network (SIPRNet) or joint worldwide intelligence communication system (JWICS) as classification level dictates) and complete packages must include a SCI addendum to enclosure (3) if the package meets the SAIRC criteria for SCI caveats and controls. Any security violation will be investigated and documented by the ASM per reference (e).

5. Responsibilities. Upon determination by COMNAVRESFOR ASM that an acquisition package meets one or more criteria as described in reference (a) enclosure (2), paragraph 9, the package will be processed as follows:

a. Requirement owner and technical point of contact (TPOC) will submit unclassified version of the acquisition package to their respective contracts management team and correct any basic deficiencies as identified. Only the classified package will be forwarded (via SIPR or JWICS) to SAIRC-RB for contracting action.

b. Acquisition packages that meet SAIRC criteria will be reviewed by the following appropriately-cleared personnel prior to submission to the SAIRC-RB (level of review will not be delegated below echelon II or III):

(1) COMNAVRESFOR ASM. COMNAVRESFOR ASM will review the classified acquisition package to ensure all information has proper classification markings prior to submission to SAIRC-RB, validate contractor need-to-know and entry approval for participation into appropriate classified control system, facilitate contractor or sub-contractor access to classified material as required or warranted, validate need-to-know by other government personnel and facilitate appropriate access to classified material, and ensure release of classified material to contractors meets requirement of reference (d).

(2) Commander, Navy Information Force Reserve (CNIFR) SSO will:

(a) Per reference (f), execute actions as required by reference (a).

(b) Per references (h) and (i), provide an SCI addendum to the DD Form 254 if the package meets the SAIRC criteria for SCI caveats and controls. The SCI addendum will describe access to SCI information, governing policies, and where the SCI work will be conducted (template enclosure (4)).

(3) COMNAVRESFOR Senior Intelligence Officer (SIO). SIO will conduct a final review of all top secret and SCI packages following the review of package and SCI addendum provided by CNIFR SSO.

(4) COMNAVRESFOR Legal. Legal Counsel will review SAIRC packages to ensure compliance with all existing statutes, regulations, directives, and policy and conduct risk assessment to address the following considerations: does the proposed contracting action comply with relevant law and regulations? What is the risk of exposure/failure of the supported activity? What is the risk of exposure of the contracting action? What is the likelihood for a diplomatic or public reaction/consequence upon exposure? What is the potential risk to military capabilities or intentions upon exposure? What part of the risks are mitigatable?

(5) COR. Per reference (e), the properly trained and cleared COR, nominated for cognizance of SAIRC contract (once awarded), will review entire package in coordination with other stakeholders to ensure required content and format are observed as defined by SAIRC-RB. Once unclassified and classified packages have been thoroughly reviewed and validated for completeness and accuracy, package will be forwarded to the SAIRC-RB Executive Secretary via appropriate channel based on classification level:

(a) SIPR (SAIRC-RB_Executive_Secretary@navy.smil.mil)

(b) JWICS (SAIRC-RB_Executive_Secretary@nmic.ic.gov)

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per reference (j).

7. Review and Effective Date. Per reference (k), COMNAVRESFOR N4 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, Navy policy and regulatory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10 year anniversary date, or an extension has been granted.



J. B. MUSTIN

CERTIFICATION OF CONTRACT CLASSIFICATION MEMORANDUM AND SAIRC
CRITERIA DETERMINATION TEMPLATE

SSIC
Memo 00/
DD Mmm YYYY

MEMORANDUM

From: Commander, Navy Reserve Force Activity Security Manager
To:

Subj: CERTIFICATE OF CONTRACT CLASSIFICATION AND SAIRC
DETERMINATION

Ref: (a) SECNAVINST S4200.35
(b) COMNAVRESFORINST 4200.35

Encl: (1) Acquisition Package ICO Contract Number, Contract Name

1. It is hereby certified, per references (a) and (b) that enclosure (1) was reviewed against the following security classification guidelines:

a. Classified contract means any contract in which the contractor or its employees must have access to classified information during contract performance. A contract may be a classified contract even though the contract document itself is unclassified, and classification of a contract is independent of the Facility Security Clearance (FCL) or Personnel Security Clearance (PCL) required in the performance work statement (PWS) or statement of work (SOW). Contract classification can only be determined by the classification of the information required by the contractor in the performance of the contract.

b. Classified information means any knowledge that can be communicated or any documentary material, regardless of its physical form or characteristics, that

(1) Is owned by, is produced by or for, or is under the control of the United States Government; or has been classified by the Department of Energy as privately generated restricted data following the procedures in 10 CFR 1045.21; and

(2) Must be protected against unauthorized disclosure according to Executive Order 12958, Classified National Security Information, April 17, 1995, or classified per the Atomic Energy Act of 1954.

2. It has been determined this acquisition package has been properly marked as unclassified, confidential, secret, or top secret within the PWS or SOW security section.
3. It has been determined this acquisition package does/does not meet SAIRC criteria IAW reference (b).
4. Point of contact for this review is undersigned and can be reached at (phone and e-mail).

F. M. LASTNAME

SAIRC MEMORANDUM TEMPLATE

[CLASSIFICATION]

COMMAND LETTERHEAD

DD Mmm YYYY

MEMORANDUM FOR THE RECORD

From: Deputy Commander, Navy Reserve Force
To: Sensitive Activities and Intelligence Related Contracting Review Board
Subj: SAIRC Criteria Determination
Ref: (a) SECNAVINST S4200.35A

1. Per reference (a), [Sponsoring Command] submits the attached package for the Sensitive Activities and Intelligence Related Contracting Review Board (SAIRC-RB) consideration.
2. This contracting action is in direct support of [requirement] and has been validated by [e.g., JROCM, UON (JUON or JEON)] or is in alignment with [e.g., NDS; NDAA; USD (R&E), SECNAV or CNO priorities].
3. This contracting action is within [Sponsoring Command's] Scope of Authority.
4. This contracting action meets the following SAIRC Screening Criteria (minimum one):
 - a. [Criteria and rationale]
 - b. [Criteria and rationale]
5. This contracting action [does/does not] meet the elevated Department of the Navy risk thresholds.
6. My point of contact on this matter is [Requirement Owner].

F. M. LASTNAME

[CLASSIFICATION]

CLASSIFICATION (When filled in): 		
DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <small>(The requirements of the National Industrial Security Program (NISP) apply to all security aspects of this effort involving classified information.)</small>		<small>OMB No. 0704-0567 OMB approval expires: May 31, 2022</small>
<small>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.</small>		
RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS.		
1. CLEARANCE AND SAFEGUARDING		
a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED <small>(See Instructions)</small> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/MATERIAL REQUIRED AT CONTRACTOR FACILITY <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
2. THIS SPECIFICATION IS FOR: <small>(X and complete as applicable.)</small>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> a. PRIME CONTRACT NUMBER <small>(See instructions.)</small> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 48%;"> <input type="checkbox"/> a. ORIGINAL <small>(Complete date in all cases.)</small> DATE (YYYYMMDD) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> b. SUBCONTRACT NUMBER <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 48%;"> <input type="checkbox"/> b. REVISED <small>(Supersedes all previous specifications.)</small> REVISION NO. DATE (YYYYMMDD) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> c. SOLICITATION OR OTHER NUMBER DUE DATE (YYYYMMDD) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 48%;"> <input type="checkbox"/> c. FINAL <small>(Complete Item 5 in all cases.)</small> DATE (YYYYMMDD) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div>		
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>If yes, complete the following:</small> Classified material received or generated under <small>(Preceding Contract Number)</small> is transferred to this follow-on contract.		
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>If yes, complete the following:</small> In response to the contractor's request dated , retention of the classified material is authorized for the period of: 		
6. CONTRACTOR <small>(Include Commercial and Government Entity (CAGE) Code)</small>		
a. NAME, ADDRESS, AND ZIP CODE <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	b. CAGE CODE <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	c. COGNIZANT SECURITY OFFICE(S) (CSO) <small>(Name, Address, ZIP Code, Telephone required; Email Address optional)</small> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
7. SUBCONTRACTOR(S) <small>(Click button if you choose to add or list the subcontractors – but will still require a separate DD Form 254 issued by a prime contractor to each subcontractor)</small>		
<div style="display: flex; justify-content: flex-end; gap: 10px;"> Add Row Remove last Row Delete All Rows </div>		
a. NAME, ADDRESS, AND ZIP CODE <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	b. CAGE CODE <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	c. COGNIZANT SECURITY OFFICE(S) (CSO) <small>(Name, Address, ZIP Code, Telephone required; Email Address optional)</small> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
8. ACTUAL PERFORMANCE <small>(Click button to add more locations.)</small>		
<div style="display: flex; justify-content: flex-end; gap: 10px;"> Add Row Remove last Row Delete All Rows </div>		
a. LOCATION(S) <small>(For actual performance, see instructions.)</small> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	b. CAGE CODE <small>(If applicable, see instructions.)</small> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	c. COGNIZANT SECURITY OFFICE(S) (CSO) <small>(Name, Address, ZIP Code, Telephone required; Email Address optional)</small> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT		

CLASSIFICATION (When filled in): Unclassified		
10. CONTRACTOR WILL REQUIRE ACCESS TO: (X all that apply. Provide details in Blocks 13 or 14 as set forth in the instructions.)		
<input type="checkbox"/> a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION <input type="checkbox"/> b. RESTRICTED DATA <input type="checkbox"/> c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI) <small>(If CNWDI applies, RESTRICTED DATA must also be marked.)</small> <input type="checkbox"/> d. FORMERLY RESTRICTED DATA <input type="checkbox"/> e. NATIONAL INTELLIGENCE INFORMATION: <div style="margin-left: 20px;"><input type="checkbox"/> (1) Sensitive Compartmented Information (SCI) <input type="checkbox"/> (2) Non-SCI</div>	<input type="checkbox"/> f. SPECIAL ACCESS PROGRAM (SAP) INFORMATION <input type="checkbox"/> g. NORTH ATLANTIC TREATY ORGANIZATION (NATO) INFORMATION <input type="checkbox"/> h. FOREIGN GOVERNMENT INFORMATION <input type="checkbox"/> i. ALTERNATIVE COMPENSATORY CONTROL MEASURES (ACCM) INFORMATION <input type="checkbox"/> j. CONTROLLED UNCLASSIFIED INFORMATION (CUI) <small>(See instructions.)</small> <input type="checkbox"/> k. OTHER (Specify) <small>(See instructions.)</small>	
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 <small>(Applicable only if there is no access or storage required at contractor facility. See instructions.)</small> <input type="checkbox"/> b. RECEIVE AND STORE CLASSIFIED DOCUMENTS ONLY <input type="checkbox"/> c. RECEIVE, STORE, AND GENERATE CLASSIFIED INFORMATION OR MATERIAL <input type="checkbox"/> d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE <input type="checkbox"/> e. PERFORM SERVICES ONLY <input type="checkbox"/> f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input type="checkbox"/> g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER <input type="checkbox"/> h. REQUIRE A COMSEC ACCOUNT <input type="checkbox"/> i. HAVE A TEMPEST REQUIREMENT <input type="checkbox"/> j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS <input type="checkbox"/> k. BE AUTHORIZED TO USE DEFENSE COURIER SERVICE <input type="checkbox"/> l. RECEIVE, STORE, OR GENERATE CONTROLLED UNCLASSIFIED INFORMATION (CUI). <small>(DoD Components: refer to DoDM 5200.01, Volume 4 only for specific CUI protection requirements. Non-DoD Components: see instructions.)</small> <input type="checkbox"/> m. OTHER (Specify) <small>(See instructions.)</small>	
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. <small>(See instructions)</small>		
<input type="checkbox"/> DIRECT <input type="checkbox"/> THROUGH <small>(Specify below)</small>		Public Release Authority:
13. SECURITY GUIDANCE		
<div style="text-align: right;">Add Signature Remove last Signature Delete All Signatures</div> <p>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.</p> <p><small>(Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. The field will expand as text is added. When removing any expanded text area, use delete key or backspace key, then click out of the text field for it to shrink after the text has been deleted. Also allows for up to 6 internal reviewers to digitally sign. See instructions for additional guidance or use of the fillable PDF.)</small></p>		
List of Attachments (All Files Must be Attached Prior to Signing, i.e., for any digital signature on the form)		
Add Attachment View Selected Attachment Remove Selected Attachment		

CLASSIFICATION (When filled in): Unclassified		
NAME & TITLE OF REVIEWING OFFICIAL		SIGNATURE
14. ADDITIONAL SECURITY REQUIREMENTS Requirements, in addition to NISPOM requirements for classified information, are established for this contract. <input type="checkbox"/> No <input type="checkbox"/> Yes <i>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. The field will expand as text is added or you can also use item 13. When removing any expanded text area, use delete key or backspace key, then click out of the text field for it to shrink after the text has been deleted. (See instructions for additional guidance or use of the fillable PDF.)</i>		
15. INSPECTIONS Elements of this contract are outside the inspection responsibility of the CSO. <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, explain and identify specific areas and government activity responsible for inspections. The field will expand as text is added or you can also use item 13. When removing any expanded text area, use delete key or backspace key, then click out of the text field for it to shrink after the text has been deleted. (See instructions for additional guidance or use of the fillable PDF.)</i>		
16. GOVERNMENT CONTRACTING ACTIVITY (GCA) AND POINT OF CONTACT (POC)		
a. GCA NAME	c. ADDRESS (Include ZIP Code)	d. POC NAME
b. ACTIVITY ADDRESS CODE (AAC) OF THE CONTRACTING OFFICE (See Instructions)		e. POC TELEPHONE (Include Area Code)
		f. EMAIL ADDRESS (See Instructions)
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. Upon digitally signing Item 17h, no changes can be made as the form will be locked.		
a. TYPED NAME OF CERTIFYING OFFICIAL (Last, First, Middle Initial) (See Instructions)	d. AAC OF THE CONTRACTING OFFICE (See Instructions)	h. SIGNATURE
b. TITLE	e. CAGE CODE OF THE PRIME CONTRACTOR (See Instructions.)	
c. ADDRESS (Include ZIP Code)	f. TELEPHONE (Include Area Code)	i. DATE SIGNED (See Instructions)
	g. EMAIL ADDRESS (See Instructions)	
18. REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL		
<input type="checkbox"/> a. CONTRACTOR		
<input type="checkbox"/> b. SUBCONTRACTOR		
<input type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR		
<input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION		
<input type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER		
<input type="checkbox"/> f. OTHER AS NECESSARY (If more room is needed, continue in Item 13 or on additional page if necessary.)		

DD FORM 254, SCI ADDENDUM TEMPLATE

RELEASE OF SENSITIVE COMPARTMENTED INFORMATION (SCI)
INTELLIGENCE INFORMATION TO U.S. CONTRACTORS

ATTACHMENT TO DD FORM 254 FOR SOLICITATION/CONTRACT NO.: #####
ORDER NO.: #####
SUBCONTRACT NO.: #####
CONTRACT ESTIMATED COMPLETION DATE (ECD): #####
SCI NETWORK ACCESS REQUIRED: **please list (e.g., JWICS)**

The Cognizant Senior Intelligence Officer (SIO) has exclusive security responsibility for all Sensitive Compartmented Information (SCI) classified material released to or developed under the contract. Access to SCI Intelligence material requires adherence to the requirements set forth in the following: Department of Defense (DoD) Manual (DoDM) 5105.21, Volume 1, SCI Administrative Security Manual: Administration of Information and Information Systems Security; DoDM 5105.21, Volume 2, SCI Administrative Security Manual: Administration of Physical Security, Visitor Control, and Technical Security; DoDM 5105.21, Volume 3, SCI Administrative Security Manual: Administration of Personnel Security, Industrial Security, and Special Activities; ICD 403, Foreign Disclosure and Release of Classified National Intelligence; ICD 701, Security Policy Directive for Unauthorized Disclosures of Classified Information; ICD 703 Protection of Classified National Intelligence Including Sensitive Compartmented Information; ICS 703-02, Reporting Requirements for Individuals with Access to Sensitive Compartmented Information; ICS 703-03, Protection of Classified National Intelligence Including SCI Shared with Entities Outside the Intelligence Community; ICS 703-04, Foreign Ownership, Control, or Influence (FOCI); ICD 710, Classification Management and Control Markings Systems; ICPG 710.1, Application of Dissemination Controls: Originator Control (ORCON); DoD 5220.22-M, Change 2, National Industrial Security Program Operating Manual (NISPOM); DoDM 5200.01, Volumes 1-3, DoD Information Security Program; DoDI 5200.48, Controlled Unclassified Information (CUI); and Security Executive Agent Directive (SEAD) 3, Reporting Requirements for Personnel with Access to Classified Information or who hold a Sensitive Position. Contractor's will comply with all regulations/manuals/directives stated therein which provide the necessary security and classification guidance for personnel, information, physical, automated information security (AIS), and technical security measures and is a part of the SCI security specifications for the contract. Inquiries pertaining to SCI classification guidance or interpretations shall be directed to the Contracting Officer/Contracting Officer Representative (COR) identified on the attached DD Form 254.

1. Requirements for access to SCI:

- a. All SCI will be handled in accordance with special security requirements, which will be furnished by the designated Special Security Officer (SSO).
- b. SCI will not be released to contractor employees without specific release approval of the originator of the material as outlined in governing directives; based on prior approval and certification of "need-to-know" by the designated COR.
- c. The contractor must restrict access to only those individuals who possess the necessary security clearance and who are actually providing services under the contract with a valid need to know. Further dissemination to other contractors, subcontractors, other government agencies, private individuals or organizations is prohibited unless authorized in writing by the originating agency through the COR.

RELEASE OF SENSITIVE COMPARTMENTED INFORMATION (SCI)
INTELLIGENCE INFORMATION TO U.S. CONTRACTORS

ATTACHMENT TO DD FORM 254 FOR SOLICITATION/CONTRACT NO.: #####

ORDER NO.: #####

SUBCONTRACT NO.: #####

CONTRACT ESTIMATED COMPLETION DATE (ECD): #####

SCI NETWORK ACCESS REQUIRED: **please list (e.g., JWICS)**

- d. Names of contractor personnel requiring access to SCI will be submitted to the COR for approval. (The COR is identified on the DD Form 254.) Upon receipt of written approval from the COR, the company security officer will submit request(s) for special background investigations, in accordance with the NISPOM, to the Defense Security Service (DSS).
- e. SCI material must not be released to foreign nationals or immigrant aliens whether they are consultants, U.S. contractors, or employees of the contractor and regardless of the level of their security clearance, except with advance written permission from the originator. Requests for release to foreign nationals shall be initially forwarded to the COR and shall include:
 - i. A copy of the proposed disclosure.
 - ii. Full justification reflecting the benefits to U.S. interests.
 - iii. Name, nationality, particulars of clearance, and current access authorization of each proposed foreign national recipient.
- f. Contractor personnel must maintain accountability for all intelligence materials released to their custody.
- g. SCI material will not be reproduced without prior approval of the originator of the material. All SCI material shall bear a prohibition against reproduction while in the contractor's custody.
- h. Inquiries pertaining to classification guidance on SCI will be directed through the CSSO to the responsible COR as indicated on the DD Form 254.
- i. SCI released to cleared-DoD Contractors, all reproductions thereof, and all other information generated based on, or incorporating data from, in support of this contract, remains the property of the U.S. Government. Upon completion or cancellation of the contract, all SCI material furnished will be returned to the direct custody of the supporting SSO, or destroyed IAW instructions outlined by the COR.
- j. SCI will be stored and maintained only in properly accredited facilities meeting the physical security requirements in ICD 705, SCI Facilities and ICS 705, Technical Specifications for Construction and Management of SCI Facilities.
- k. The **add Command Name** SSO will recognize the above noted estimated completion date (ECD) as the completion date for the contract. The SSO will initiate action to debrief

RELEASE OF SENSITIVE COMPARTMENTED INFORMATION (SCI)
INTELLIGENCE INFORMATION TO U.S. CONTRACTORS

ATTACHMENT TO DD FORM 254 FOR SOLICITATION/CONTRACT NO.: #####
ORDER NO.: #####
SUBCONTRACT NO.: #####
CONTRACT ESTIMATED COMPLETION DATE (ECD): #####
SCI NETWORK ACCESS REQUIRED: **please list (e.g., JWICS)**

contractor personnel with access to this contract unless extensions or modifications to the contract are received by the SSO office no later than 30 days after the established completion date.

- l. The contractor is governed by ICD 704, 'Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information (SCI) And Other Controlled Access Program Information' and may be supplemented by SSO Navy guidance. Contractor personnel, **assigned to this contract**, that are eligible for access to SCI or currently possess an SCI personnel security clearance with another non-DoD agency must have their SCI eligibility adjudicated by the DoD Consolidated Adjudications Facility (CAF) prior to having access to SCI information retained by add Command Name, unescorted access to add Command Name spaces, and receipt of an add Command Name issued contractor badge. The contractor will identify, in writing, contractor personnel assigned to this contract by NAME, SSN, Date and Place of Birth, and provide this documentation to the CO/COR identified on the DD 254. The CO/COR will identify the SCI caveats for the contract and forward a copy of this documentation to the SSO for processing. This documentation will be marked and protected under the Privacy Act of 1974.
- m. Electronic processing of SCI must be accomplished on equipment accredited in accordance with DoDM 5105.21 Volumes 1- 3, ICD 503, Information Technology System Security Risk Management, Certification and Accreditation, and the DoDIIS Joint Security Implementation Guide (DJSIG), Appendix D.
- n. SCI security management issues shall be directed to add Command SSO and telephone number
- o. In accordance with Director of National Intelligence Memorandum 5 May 2017, Access to North Atlantic Treaty Organization (NATO) Information by Intelligence Community (IC) Personnel and Naval Intelligence Security Policy Directive 17-008 Revision, Mandate for North Atlantic Treaty Organization (NATO) Information by Intelligence Community (IC) Personnel, all DoN Contractors with SCI access and access to JWICS or SIPRNet must be briefed into NATO Secret Information.

****NOTE**:** ADDITIONAL SECURITY GUIDANCE SPECIFIC TO THE SCI CONTRACT WILL BE PROVIDED BY THE COR AND COMMAND SSO TO IDENTIFY SECURITY CLASSIFICATION GUIDES AND PROGRAM SPECIFIC SECURITY GUIDANCE THAT DEFINE TECHNICAL AND SAFEGUARDING REQUIREMENTS IDENTIFIED IN THE SOW/PWS/SOO.

COMPLETE PACKAGE CHECKLIST

1. Complete packages will include the following:
 - a. A complete and accurate SOW or PWS.
 - b. Enclosure (1).
 - c. Enclosure (3) and enclosure (4) if required.
 - d. Enclosure (2) with the following endorsements by Commander (COMNAVRESFOR or COMNAVRESFORCOM), as applicable:
 - (1) Request for SAIRC support.
 - (2) One or more SAIRC criteria clearly identified.
 - (3) Proposed contracting action falls within the scope-of-authority of the Sponsoring Command.
 - (4) Risk Assessment that focuses on potential risks to Department of the Navy (DON) equities and DON's acceptance of risk.
 - (5) Proposed contract action is executable by allocation of specialized, limited-availability DON resources.