

SECTION J - LIST OF ATTACHMENTS

ATTACHMENT 1 - DD FORM 254 - DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION

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|---|---|---|--|-------------------------------------|
| DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i> | | 1. CLEARANCE AND SAFEGUARDING | | |
| | | a. FACILITY CLEARANCE REQUIRED SECRET | b. LEVEL OF SAFEGUARDING REQUIRED NONE | |
| 2. THIS SPECIFICATION IS FOR: (X and complete as applicable) | | 3. THIS SPECIFICATION IS: (X and complete as applicable) | | |
| <input checked="" type="checkbox"/> a. PRIME CONTRACT NUMBER EDG-C-00-03-00010-00 | <input checked="" type="checkbox"/> a. ORIGINAL (Complete date in all cases) 20030326 | DATE (YYYYMMDD) | | |
| b. SUBCONTRACT NUMBER | b. REVISED (Supersedes all previous specs) | REVISION NO. | DATE (YYYYMMDD) | |
| c. SOLICITATION OR OTHER NUMBER | DUE DATE (YYYYMMDD) | c. FINAL (Complete Item 5 in all cases) | DATE (YYYYMMDD) | |
| 4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract. | | | | |
| 5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____. | | | | |
| 6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code) | | | | |
| a. NAME, ADDRESS, AND ZIP CODE R.T.I. INTERNATIONAL 3040 CORNWALLS ROAD RESEARCH TRIANGLE PARK NC, 27709 | | b. CAGE CODE 3A730 | c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) DSS S15NF 757 490-8561 | |
| 7. SUBCONTRACTOR | | | | |
| a. NAME, ADDRESS, AND ZIP CODE N/A | | b. CAGE CODE N/A | c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) N/A | |
| 8. ACTUAL PERFORMANCE | | | | |
| a. LOCATION USAID ASIA AND FAR EAST MISSION (IRAQ/KUWAIT) | | b. CAGE CODE N/A | c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) USAID/SEC RRB, ROOM 2.06A 202 712-0990 | |
| 9. GENERAL IDENTIFICATION OF THIS PROCUREMENT STRENGTHEN SUB-NATIONAL INSTITUTIONS AND CIVIC PROCESSES IN IRAQ | | | | |
| 10. CONTRACTOR WILL REQUIRE ACCESS TO: | | 11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL: | | |
| | YES | NO | YES | NO |
| a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION | | <input checked="" type="checkbox"/> | a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY | <input checked="" type="checkbox"/> |
| b. RESTRICTED DATA | | <input checked="" type="checkbox"/> | b. RECEIVE CLASSIFIED DOCUMENTS ONLY | <input checked="" type="checkbox"/> |
| c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION | | <input checked="" type="checkbox"/> | c. RECEIVE AND GENERATE CLASSIFIED MATERIAL | <input checked="" type="checkbox"/> |
| d. FORMERLY RESTRICTED DATA | | <input checked="" type="checkbox"/> | d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE | <input checked="" type="checkbox"/> |
| e. INTELLIGENCE INFORMATION | | <input checked="" type="checkbox"/> | e. PERFORM SERVICES ONLY | <input checked="" type="checkbox"/> |
| (1) Sensitive Compartmented Information (SCI) | | <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"/> |
| (2) Non-SCI | | <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"/> |
| f. SPECIAL ACCESS INFORMATION | | <input checked="" type="checkbox"/> | h. REQUIRE A COMSEC ACCOUNT | <input checked="" type="checkbox"/> |
| g. NATO INFORMATION | | <input checked="" type="checkbox"/> | i. HAVE TEMPEST REQUIREMENTS | <input checked="" type="checkbox"/> |
| h. FOREIGN GOVERNMENT INFORMATION | | <input checked="" type="checkbox"/> | j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS | <input checked="" type="checkbox"/> |
| i. LIMITED DISSEMINATION INFORMATION | | <input checked="" type="checkbox"/> | k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE | <input checked="" type="checkbox"/> |
| j. FOR OFFICIAL USE ONLY INFORMATION | <input checked="" type="checkbox"/> | | l. OTHER (Specify) | |
| k. OTHER (Specify) | | | | |
| ACCESS TO SENSITIVE BUT UNCLASSIFIED INFORMATION (SBI) DD FORM 254, DEC 1999 | | PREVIOUS EDITION IS OBSOLETE | | Reset |

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release Direct Through (Specify)

USAID'S CONTRACTOR'S TECHNICAL OFFICER (CTO), MR. CHRIS MILLIHAN, USAID/ANE, 1300 PENN, AVE, N.W., WASHINGTON, D.C., 20523-8800, (202) 712-4547

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review. *In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

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.)

THE CONTRACTOR WILL ABIDE BY THE TERMS OF THE SECURITY AGREEMENT (DD FORM 441) EXECUTED BETWEEN THEIR COMPANY AND THE DEPARTMENT OF DEFENSE AND ENFORCE THE SECURITY STANDARDS OUTLINED IN THE NATIONAL INDUSTRIAL SECURITY PROGRAM OPERATING MANUAL (NISPOM) DATED JANUARY, 1995.

IN ADDITION TO THE ABOVE, SUPPLEMENTAL SECURITY REQUIREMENTS PERTAINING TO THIS PERFORMANCE IS ATTACHED AS ITEM NUMBERS 13-1-13-21. THE CONTRACTOR MUST IMMEDIATELY CONTACT THE DESIGNATED CTO IDENTIFIED IN BLOCK 12 ABOVE FOR CLARIFICATION OF THE SECURITY GUIDANCE APPLICABLE TO THIS PERFORMANCE.

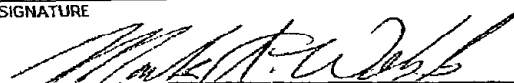
14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. Yes No
(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. Yes No
(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.)

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.

| | | |
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| a. TYPED NAME OF CERTIFYING OFFICIAL MR. MARK A. WEBB | b. TITLE INDUSTRIAL SECURITY SPECIALIST OFFICE OF SECURITY TISAID | c. TELEPHONE (Include Area Code) (202) 712-5612 |
|--|---|--|

d. ADDRESS (Include Zip Code)
1300 PENNSYLVANIA AVE, N.W.
WASHINGTON, D.C.
20523-8800

e. SIGNATURE


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 checked="" 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 USAID/SEC |

**SUPPLEMENTAL SECURITY GUIDANCE FOR CONTRACT NUMBER EDG-C-00-03-00010
BLOCK #13 OF THE DD Form 254 ENTITLED "SECURITY GUIDANCE"
CONTINUED:**

13-1. The National Industrial Security Program (NISP) was established by Executive Order 12829 (EO 12829). Effective April 2, 1996, USAID entered into agreement with the Department of Defense (DoD) in accordance with EO 12829. This agreement established the terms of DoD's responsibilities to act on behalf of USAID for NISP matters.

13-2. The operating manual for the NISP replaces the DoD Industrial Security Manual. Accordingly, all references to the DoD Industrial Security Manual contained in this DD Form 254 or in other clauses in this contract shall be substituted with the National Industrial Security Program Operating Manual (DoD 5220.22-M).

13-3. FAR Clause 52.204-2, Security Requirements, is applicable to this contract.

13-4. The contractor will be responsible for abiding by the policies and procedures contained in the following USAID Automated Directive System (ADS) Chapters:

13-4a. USAID ADS Chapter 565, Physical Security Programs (Domestic) contains the policies and essential procedures for the protection of national security information and employees in the USAID Headquarters building.

13-4b. USAID ADS Chapter 567, Classified Contract Security and Contractor Personnel Security Program, contains the policies and essential procedures for classified contracts and personnel security investigations and clearances for contractor personnel.

13-4c. USAID ADS Chapter 568, National Security Information and Counterintelligence Security Program, contains the policies and essential procedures for the protection of national security information contact reporting, and counterintelligence awareness training.

13-4d. USAID ADS Chapter 551, Automated Information Systems Security, contains the policies and essential procedures for the protection of USAID sensitive systems and data.

13-5. USAID ADS Chapter 565 specifies the conditions under which the Government will issue a USAID Building Pass. Possession of a USAID Building Pass is required for unescorted access into the USAID Headquarters building.

CONTINUED:

13-6. In addition to the requirements noted in USAID ADS Chapter 565 and 567, contractor employees who have been granted a security clearance will not be issued a USAID Building pass unless the contractor certifies in writing that the contract employee has signed an SF 312, Classified Information Nondisclosure Agreement, and received an initial security briefing in accordance with Chapter 3 of the NISP Operating Manual (NISPOM). (Note: The Request for Visit Authorization (VAR) serves as this certification that the security training and Non-Disclosure requirements have been met). Interim security clearances will be accepted by USAID. The CTO will determine whether Contract Hire personnel require a USAID RRB pass.

13-7. The contractor shall not permit any employee who has not been issued a USAID Building Pass by USAID to work in or have routine access in USAID-controlled space.

13-8. The Government will control access to classified national security information by contractor employees. All classified national security information will be properly marked by the Government prior to disclosure to the contractor. All discrepancies, doubts or questions concerning the proper sensitivity or classification level of information by the contractor will be resolved by the designated CTO.

13-9. The contractor shall not possess or store any classified national security information or materials in the contractor's controlled space within the U.S. or overseas without the prior approval of the U.S. Government CTO, The Department of State Regional Security Officer (RSO) and USAID/SEC.

13-10. The contractor shall not reproduce or copy any classified national security information without the prior written authorization from the Government CTO or designee. Upon completion of the contract, all classified material will be returned to the Government.

13-11. The Government will advise the FSO of all security violations by contractor's employee(s) while working in USAID-controlled space. In turn, the FSO must report this incident/violation to their designated DSS representative.

13-12. The contractor may be afforded access to information which is considered sensitive under the Computer Security Act of 1987, as amended (Public Law 100-235). Such information is "Sensitive But Unclassified" (SBU) and shall be safeguarded as specified in 12 FAM 540. The Government will ensure all SBU information provided to the contractor or placed under the control of the contractor is identified as SBU.

**SUPPLEMENTAL SECURITY GUIDANCE FOR CONTRACT NUMBER EDG-C-00-03-00010-00
BLOCK #13 OF THE DD Form 254 ENTITLED "SECURITY GUIDANCE"**

CONTINUED:

13-13. The Government CTO or designee will determine which contractor employees are allowed access to USAID sensitive automated information systems.

13-14. The contractor shall ensure that employees given access to SBU information, Government information technology systems containing sensitive information, and/or routine access to USAID-controlled space abide by the provisions of ADS Chapter 551.

13-15. The contractor shall not store any SBU information or materials in the contractor's controlled space without the prior approval of the Government Contracting Technical Officer's Representative (CTO) or designee. Upon completion of the contract, all SBU material will be returned to the Government.

13-16. Responsibility to Control Access: It is the contractor's responsibility to ensure that his/her employees do not have access to USAID data, information, network connections, and/or space without the appropriate clearance and that all mandated security procedures are followed.

13-17. The contractor shall ensure that upon termination from the contract his/her employees receive a security debriefing, sign the Security Debriefing Acknowledgement portion of the SF 312, and return the USAID Building Pass to the designated USAID CTO.

13-18. The Contractor shall submit for approval to the Government CTO the security requirements for any Subcontract that the Contractor may employ.

13-19. Any discrepancies, doubts or questions concerning the proper sensitivity or classification level of information provided to the contractor will be forwarded to the CTO for resolution.

13-20. The contractor will comply with the Visits and Meeting notification requirements as outlined in paragraph 6-103 inclusive of the National Industrial Security Program Operating Manual. Notifications are to be sent to: U.S. Agency For International Development, Office Of Security, 1300 Penn Ave, N.W., Rm. 2.06-A (RRB), Washington, D.C. 20523-8800. .

13-21. Employees working under this contract must have been subject to a background investigation by the Defense Security Service, and awarded the appropriate interim/final security clearance by DISCO prior to the issuance of a USAID/W building pass.