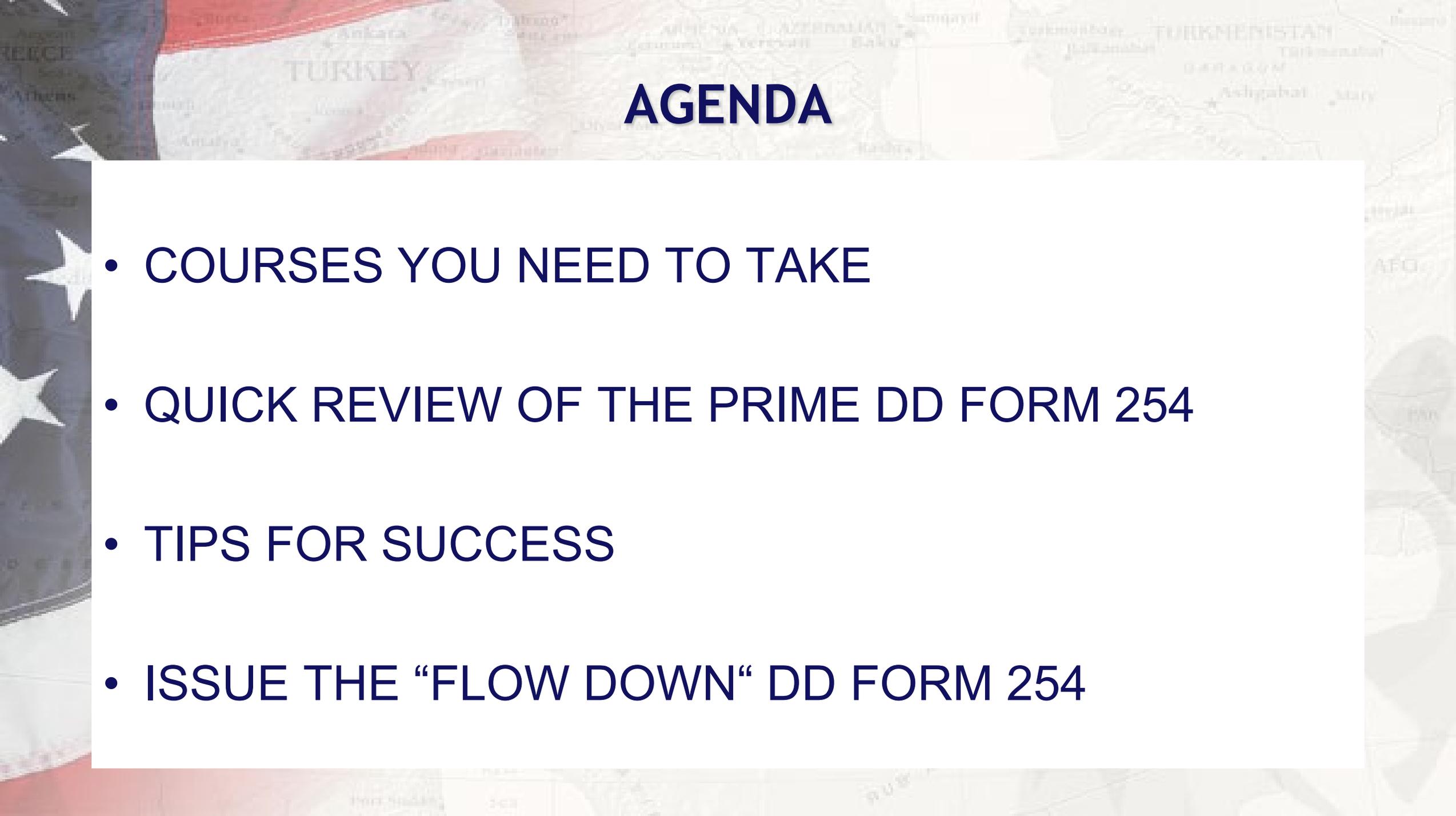


The “Flow Down” DD Form 254

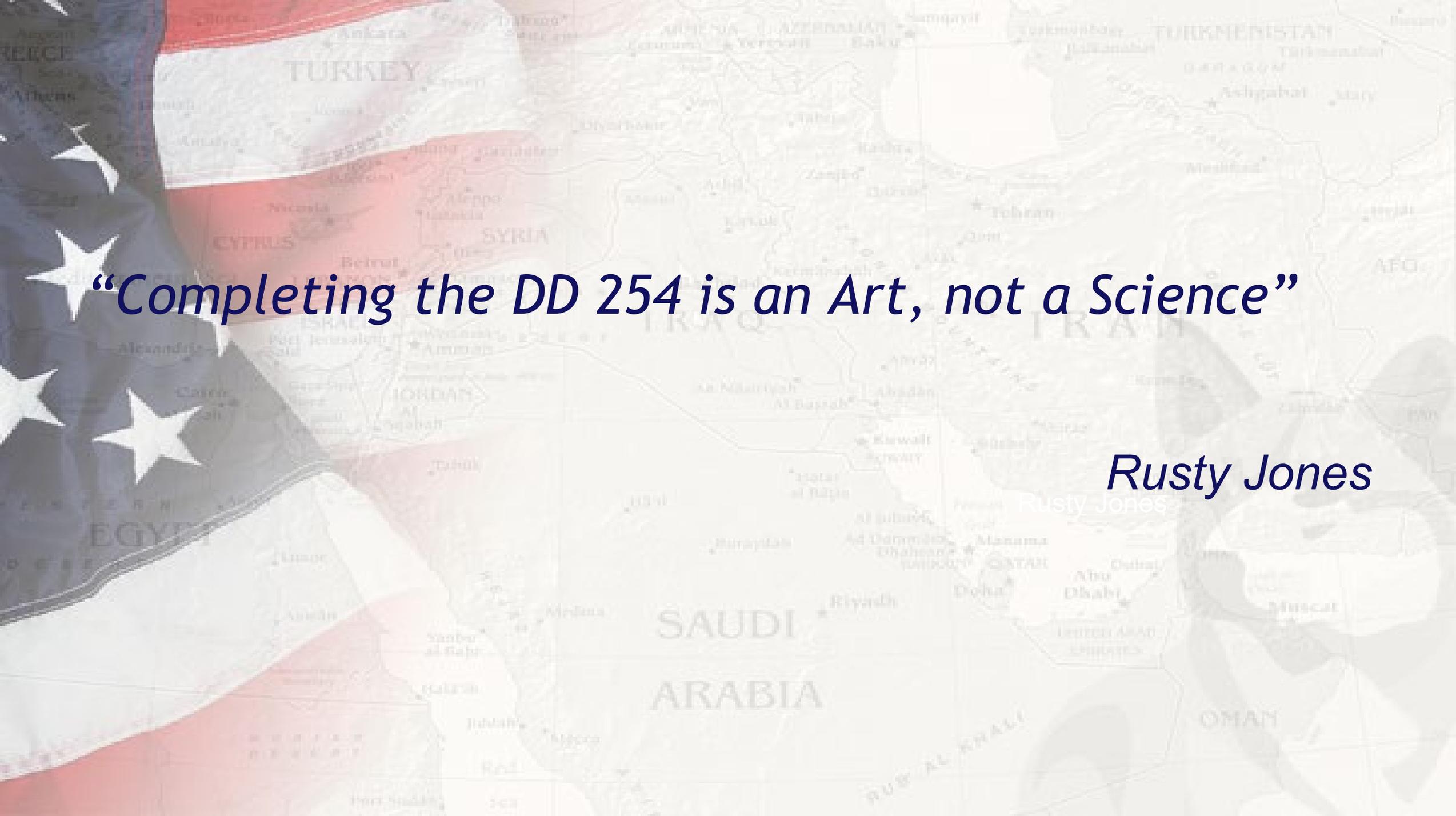
RUSSELL “RUSTY” C. JONES, ISP®/SFPC/PSC

31 January 2024



AGENDA

- COURSES YOU NEED TO TAKE
- QUICK REVIEW OF THE PRIME DD FORM 254
- TIPS FOR SUCCESS
- ISSUE THE “FLOW DOWN“ DD FORM 254



“Completing the DD 254 is an Art, not a Science”

Rusty Jones

Rusty Jones

COURSES TO TAKE

STEPP Security Training, Education,
and Professionalization Portal

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- Acquisitions and Contracting Basics in the NISP (IS123.16)
- Business Structures in the NISP (IS051.1)
- Preparing the DD Form 254 (IS128.16)
- Contracting for the Rest of Us (DAU-CLC011.16)

YOU NEED THREE DOCUMENTS

CLASSIFICATION (When filled in): Unclassified

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION

CMB No. 0704-0567
CMB approval expires:
May 31, 2022

The public reporting burden for this collection of information, 0704-0567, is estimated to average 10 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, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Project Collection (0704-0567), Washington, DC 20503-2975. 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.

RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS.

1. CLEARANCE AND SAFEGUARDING

a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED (See Instructions)
Top Secret

b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/MATERIAL REQUIRED AT CONTRACTOR FACILITY
None (See instructions)

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

a. PRIME CONTRACT NUMBER (See instructions.)
 [REDACTED]

b. SUBCONTRACT NUMBER

c. SOLICITATION OR OTHER NUMBER DUE DATE (YYYYMMDD)

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

a. ORIGINAL (Complete data in all cases.) DATE (YYYYMMDD)
 20230511

b. REVISED (Supersedes all previous specifications.)

c. REVISION NO. DATE (YYYYMMDD)

d. FINAL (Complete item 5 in all cases.) DATE (YYYYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? No Yes 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? No Yes If yes, complete the following:
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
LUKOS
800 S HARBOUR ISLAND BLVD
TAMPA, FL 33602

b. CAGE CODE
[REDACTED]

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)
Defense Counterintelligence & Security Agency (DCSA)
Chantilly 1 Field Office (IOFCC1)
13873 Park Center Road, STE 225
Herndon, VA 20171; PH 321-610-9870
Email: dss.chantilly1@mail.mil

7. SUBCONTRACTOR(S) (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)

a. NAME, ADDRESS, AND ZIP CODE
N/A

b. CAGE CODE
N/A

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)
N/A

8. ACTUAL PERFORMANCE (Click button to add more locations)

a. LOCATION(S) (For actual performance, see instructions.)
[REDACTED]

b. CAGE CODE (if applicable, see instructions.)
N/A

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)
[REDACTED]

9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT
Estimated Base Period: 17 MAY 2023 - 16 MAY 2024
Option Period 1: Estimated 17 MAY 2024 - 16 MAY 2025
Option Period 2: Estimated 17 MAY 2025 - 16 MAY 2026
Option Period 3: Estimated 17 MAY 2026 - 16 MAY 2027
Option Period 4: Estimated 17 MAY 2027 - 16 MAY 2028

* Biennial Review required with notification of Option Period being exercised to the COR/TA/Industrial Security PM.

DD FORM 254, APR 2018 PREVIOUS EDITION IS OBSOLETE. Page 1 of 17
CLASSIFICATION (When filled in): Unclassified AEM LiveCycle Designer

1. (U) BACKGROUND
 - 1.1. (U) The requiring agency is U.S. Special Operations Command located in Virginia Beach, VA.
2. (U) OBJECTIVES
 - 2.1. (U) The objective of this requirement is to obtain six (6) full time employee (FTE) contractor personnel to support the Command's Resource Management Administrative requirements.
 - 2.2. The FTEs are identified as follows: personnel LAW SOPARS above 5632 227 0001
3. (U) SCOPE OF WORK
4. (U) REQUIREMENTS
 - 4.1.3. (U) Be proficient in Microsoft Office applications to include Word, Outlook, Excel, and PowerPoint.
 - 4.1.4. (U) Be able to communicate clearly and effectively with others, both verbally and in writing.
 - 4.1.5. (U) Enter data into multiple databases accurately.
 - 4.1.6. (U) Possess and/or be eligible for a SECRET Security Clearance.
 - 4.1.7. (U) Be able to work in an environment that is fast-paced, completing multiple tasks, and meeting stringent timelines.
 - 4.1.8. (U) Exhibit courteous, polite, and professional behavior at all times.
 - 4.1.9. (U) Exhibit a professional appearance at all times.
- 4.2. (U) Specific Requirements:
 - 4.2.1. (U) Administrative Disbursing Specialists (AD Specialists): Three (3) FTE (Key Personnel) in Virginia Beach, VA. The AD Specialists shall provide support to administrative tasks such as: review, correct and document travel documentation, download reports from Travel Processing and Automated Examination system (TPAX), Integrated Automated Travel System (IATS), Defense Travel System (DTS), Citi Bank CitiManager, and perform customer service functions. Responsible for all Temporary Assigned Duty (TAD) travel voucher requests, funded or "no cost orders," for command personnel. There is no travel expected for this position.
 - 4.2.2. (U) Primary tasks:
 - 4.2.2.1. (U) Download, process and perform analysis of travel data from TPAX, IATS and DTS reports.



STATEMENT OF WORK (SOW) / PERFORMANCE WORK STATEMENT (PWS)



SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REGISTRATION NUMBER
SEE SCHEDULE

PAGE 1 OF 16

2. CONTRACT NO. [REDACTED] 3. AWARD EFFECTIVE DATE 10-May-2023 4. ORDER NUMBER [REDACTED] 5. SOLICITATION NUMBER [REDACTED] 6. SOLICITATION ISSUE DATE [REDACTED]

7. FOR SOLICITATION INFORMATION CALL: [REDACTED] 8. NAME [REDACTED] 9. TELEPHONE NUMBER (No Collect Call) [REDACTED] 10. OFFER DUE DATE/LOCAL TIME [REDACTED]

9. ISSUED BY: CODE H92427 10. THIS ACQUISITION IS: UNRESTRICTED OR SET ASIDE: % FOR: SMALL BUSINESS WOMEN-OWNED SMALL BUSINESS (WOSB) VETERAN-OWNED SMALL BUSINESS (VOSB) SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS NAICS: 541990 EDWOSB SIZE STANDARD: \$19,500,000 8(A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE 12. DISCOUNT TERMS Net 30 Days 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING [REDACTED] 14. METHOD OF SOLICITATION RFP IFB RFP

15. DELIVER TO CODE [REDACTED] 16. ADMINISTERED BY CODE [REDACTED]

17a. CONTRACTOR/OFFEROR CODE [REDACTED] FACILITY CODE [REDACTED] 17b. PAYMENT WILL BE MADE BY CODE [REDACTED]

LUKOS, LLC
BRIAN HEAPS
800 S HARBOUR ISLAND BLVD
TAMPA FL 33602-4159

TELEPHONE NO. 321-831-4610

17c. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 17d. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE					
25. ACCOUNTING AND APPROPRIATION DATA See Schedule					26. TOTAL AWARD AMOUNT (For Gov. Use Only) \$544,647.12

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-6 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED

27b. CONTRACT PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-6 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.

29. AWARD OF CONTRACT: REF. OFFER DATED 22-Mar-2023. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS. SEE SCHEDULE.

30a. SIGNATURE OF OFFEROR/CONTRACTOR
[REDACTED]

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
Amy Beach

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) [REDACTED] 30c. DATE SIGNED [REDACTED] 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) BEACH, AMY B / CONTRACTING OFFICER TEL: (757) 491-3310 EMAIL: amy.beach.civ@socom.mil 31c. DATE SIGNED 16-May-2023

AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012) Prescribed by GSA - FAR (48 CFR) 53.212

YOU NEED THREE DOCUMENTS

CLASSIFICATION (When filled in): Unclassified

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION

(The requirements of the National Industrial Security Program (NISP) apply to all security aspects of this effort involving classified information.)

CMB No. 0704-0567
CMB approval expires: May 31, 2022

The public reporting burden for this collection of information, 0704-0567, is estimated to average 10 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 the collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at www.regulations.gov or 0704-0567-0001@doe.gov. 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.

RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS.

1. CLEARANCE AND SAFEGUARDING

a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED (See instructions)

b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/MATERIAL REQUIRED AT CONTRACTOR FACILITY (See instructions)

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

a. PRIME CONTRACT NUMBER (See instructions)

b. SUBCONTRACT NUMBER

c. SOLICITATION OR OTHER NUMBER DUE DATE (YYYYMMDD)

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

a. ORIGINAL (Complete date in all cases.) DATE (YYYYMMDD)

b. REVISED (Supersedes all previous specifications.) REVISION NO. DATE (YYYYMMDD)

c. FINAL (Complete item 5 in all cases.) DATE (YYYYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? No Yes 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? No Yes 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

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)

7. SUBCONTRACTOR(S) (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)

a. NAME, ADDRESS, AND ZIP CODE

b. CAGE CODE

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)

8. ACTUAL PERFORMANCE (Click button to add more locations)

a. LOCATION(S) (For actual performance, see instructions)

b. CAGE CODE (If applicable, see instructions)

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)

9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT

Estimated Base Period: 17 MAY 2023 - 16 MAY 2024
Option Period 1: Estimated 17 MAY 2024 - 16 MAY 2025
Option Period 2: Estimated 17 MAY 2025 - 16 MAY 2026
Option Period 3: Estimated 17 MAY 2026 - 16 MAY 2027
Option Period 4: Estimated 17 MAY 2027 - 16 MAY 2028

* Biennial Review required with notification of Option Period being exercised to the COR/TA/Industrial Security PM.

DD FORM 254, APR 2018 PREVIOUS EDITION IS OBSOLETE. Page 1 of 17 AEM Use Only Design

CLASSIFICATION (When filled in): Unclassified

[REDACTED]

1. (U) BACKGROUND

1.1. (U) The requiring agency is U.S. Special Operations Command located in Virginia Beach, VA.

2. (U) OBJECTIVES

2.1. (U) The objective of this requirement is to obtain six (6) full time employee (FTE) contractor personnel to support the Command's Resource Management Administrative requirements.

2.2. The FTEs are identified as key personnel IAW SOFARS clause 5652.237-9001.

3. (U) SCOPE OF WORK

3.1. (U) The contractor shall provide support for the following:

3.1.1. (U) Be proficient in Microsoft Office applications to include Word, Outlook, Excel, and PowerPoint.

3.1.2. (U) Be able to communicate clearly and effectively with others, both verbally and in writing.

3.1.3. (U) Enter data into multiple databases accurately.

3.1.4. (U) Possess and/or be eligible for a SECRET Security Clearance.

3.1.5. (U) Be able to work in an environment that is fast-paced, completing multiple tasks, and meeting stringent timelines.

3.1.6. (U) Exhibit courteous, polite, and professional behavior at all times.

3.1.7. (U) Exhibit a professional appearance at all times.

4. (U) Specific Requirements:

4.1. (U) Administrative Disbursing Specialists (AD Specialists): Three (3) FTE (Key Personnel) in Virginia Beach, VA. The AD Specialists shall provide support to administrative tasks such as: review, correct and document travel documentation, download reports from Travel Processing and Automated Examination system (TPAX), Integrated Automated Travel System (IATS), Defense Travel System (DTS), Citi Bank CitiManager, and perform customer service functions. Responsible for all Temporary Assigned Duty (TAD) travel voucher requests, funded or "no cost orders," for command personnel. There is no travel expected for this position.

4.2. (U) Primary tasks:

4.2.1. (U) Download, process and perform analysis of travel data from TPAX, IATS and DTS reports.

STATEMENT OF WORK (SOW) / PERFORMANCE WORK STATEMENT (PWS)

H9224020D0011
H9242723F0229
Page 12 of 16

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
0001	POP 16-MAY-2023 TO 15-MAY-2024	N/A	N/A FOB: Destination	N/A
000101	N/A	N/A	N/A	N/A
000102	N/A	N/A	N/A	N/A
0004	POP 16-MAY-2023 TO 15-MAY-2024	N/A	N/A FOB: Destination	N/A
000401	N/A	N/A	N/A	N/A
000402	N/A	N/A	N/A	N/A
1001	POP 16-MAY-2024 TO 15-MAY-2025	N/A	N/A FOB: Destination	N/A
1004	POP 16-MAY-2024 TO 15-MAY-2025	N/A	N/A FOB: Destination	N/A
2001	POP 16-MAY-2025 TO 15-MAY-2026	N/A	N/A FOB: Destination	N/A
2004	POP 16-MAY-2025 TO 15-MAY-2026	N/A	N/A FOB: Destination	N/A
3001	POP 16-MAY-2026 TO 15-MAY-2027	N/A	N/A FOB: Destination	N/A
3004	POP 16-MAY-2026 TO 15-MAY-2027	N/A	N/A FOB: Destination	N/A
4001	POP 16-MAY-2027 TO 15-MAY-2028	N/A	N/A FOB: Destination	N/A
4004	POP 16-MAY-2027 TO 15-MAY-2028	N/A	N/A FOB: Destination	N/A
5001	POP 16-MAY-2028 TO 15-NOV-2028	N/A	N/A FOB: Destination	N/A
5004	POP 16-MAY-2028 TO 15-NOV-2028	N/A	N/A FOB: Destination	N/A

CONTRACT

YOU NEED THREE DOCUMENTS

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
0001	POP 16-MAY-2023 TO 15-MAY-2024	N/A	N/A FOB: Destination	
000101	N/A	N/A	N/A	N/A
000102	N/A	N/A	N/A	N/A
0004	POP 16-MAY-2023 TO 15-MAY-2024	N/A	N/A FOB: Destination	

YOU NEED THREE DOCUMENTS

CLASSIFICATION (When filled in): Unclassified

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION
(The requirements of the National Industrial Security Program (NISP) apply to all security aspects of this effort involving classified information.)

CMB No. 0704-0567
CMB approval expires: May 31, 2022

This public reporting burden for this collection of information, 0704-0567, is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this 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, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Project Collection (0704-0567), Washington, DC 20503.

RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS.

1. CLEARANCE AND SAFEGUARDING

a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED (See instructions)
Top Secret

b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/MATERIAL REQUIRED AT CONTRACTOR FACILITY
None (See instructions)

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

a. PRIME CONTRACT NUMBER (See instructions)
[REDACTED]

b. SUBCONTRACT NUMBER

c. SOLICITATION OR OTHER NUMBER DUE DATE (YYYYMMDD)

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

a. ORIGINAL (Complete date in all cases.) DATE (YYYYMMDD) 20230511

b. REVISED (Supersedes all previous specifications.) REVISION NO. DATE (YYYYMMDD)

c. FINAL (Complete item 5 in all cases.) DATE (YYYYMMDD)

4. IS THIS A FOLLOW-ON Contract? YES NO

5. IS THIS A FINAL DD FORM 254? YES NO

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

a. NAME, ADDRESS, AND ZIP CODE
LUKOS, LLC
800 S HARBOUR ISLAND BLVD
TAMPA, FL 33602

b. CAGE CODE
[REDACTED]

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)
Defense Counterintelligence & Security Agency (DCSA)
Chantilly 1 Field Office (LOFCC1)
13873 Park Center Road, STE 225
Herdon, VA 20171; PH 321-610-9870
Email: dss.chantilly1@mail.mil

7. SUBCONTRACTOR(S) (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)

a. NAME, ADDRESS, AND ZIP CODE
N/A

b. CAGE CODE
N/A

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)
N/A

8. ACTUAL PERFORMANCE (Click button to add more locations)

a. LOCATION(S) (For actual performance, see instructions)
[REDACTED]

b. CAGE CODE (If equivalent, see instructions)
N/A

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)
[REDACTED]

9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT
Estimated Base Period: 17 MAY 2023 - 16 MAY 2024
Option Period 1: Estimated 17 MAY 2024 - 16 MAY 2025
Option Period 2: Estimated 17 MAY 2025 - 16 MAY 2026
Option Period 3: Estimated 17 MAY 2026 - 16 MAY 2027
Option Period 4: Estimated 17 MAY 2027 - 16 MAY 2028

* Biennial Review required with notification of Option Period being exercised to the COR/TA/Industrial Security PM.

DD FORM 254, APR 2018 PREVIOUS EDITION IS OBSOLETE. CLASSIFICATION (When filled in): Unclassified

- [REDACTED]
- (U) BACKGROUND
 - (U) The requiring agency is U.S. Special Operations Command located in Virginia Beach, VA.
 - (U) OBJECTIVES
 - (U) The objective of this requirement is to obtain six (6) full time employee (FTE) contractor personnel to support the Command's Resource Management Administrative requirements.
 - (U) STATEMENT OF WORK (SOW) / PERFORMANCE WORK STATEMENT (PWS)
 - (U) REQUIREMENTS
 - 4.1.3. (U) Be proficient in Microsoft Office applications to include Word, Outlook, Excel, and PowerPoint.
 - 4.1.4. (U) Be able to communicate clearly and effectively with others, both verbally and in writing.
 - 4.1.5. (U) Enter data into multiple databases accurately.
 - 4.1.6. (U) Possess and/or be eligible for a SECRET Security Clearance.
 - 4.1.7. (U) Be able to work in an environment that is fast-paced, completing multiple tasks, and meeting stringent timelines.
 - 4.1.8. (U) Exhibit courteous, polite, and professional behavior at all times.
 - 4.1.9. (U) Exhibit a professional appearance at all times.
 - (U) Specific Requirements:
 - 4.2.1. (U) Administrative Disbursing Specialists (AD Specialists): Three (3) FTE (Key Personnel) in Virginia Beach, VA. The AD Specialists shall provide support to administrative tasks such as: review, correct and document travel documentation, download reports from Travel Processing and Automated Examination system (TPAX), Integrated Automated Travel System (IATS), Defense Travel System (DTS), Citi Bank CitiManager, and perform customer service functions. Responsible for all Temporary Assigned Duty (TAD) travel voucher requests, funded or "no cost orders," for command personnel. There is no travel expected for this position.
 - 4.2.2. (U) Primary tasks:
 - 4.2.2.1. (U) Download, process and perform analysis of travel data from TPAX, IATS and DTS reports.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REGISTRATION NUMBER
SEE SCHEDULE

PAGE 1 OF 16

2. CONTRACT NO. [REDACTED] 3. AWARD EFFECTIVE DATE 10-May-2023 4. ORDER NUMBER [REDACTED] 5. SOLICITATION NUMBER [REDACTED] 6. SOLICITATION ISSUE DATE [REDACTED]

7. FOR SOLICITATION INFORMATION CALL: [REDACTED] 8. NAME [REDACTED] 9. TELEPHONE NUMBER (No DASH) [REDACTED] 10. OFFER DUE DATE/LOCAL TIME [REDACTED]

9. ISSUED BY [REDACTED] CODE H20427 10. THIS ACQUISITION IS UNRESTRICTED OR SET ASIDE: % FOR: [REDACTED]

SMALL BUSINESS WOMEN-OWNED SMALL BUSINESS (WOMB) SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS HUBZONE SMALL BUSINESS EDWOMB NAVCS: 541990 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A) SIZE STANDARD: \$19,500,000

TEL: [REDACTED] FAX: [REDACTED]

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE 12. DISCOUNT TERMS Net 30 Days 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING [REDACTED] 14. METHOD OF SOLICITATION RFQ IFB RFP

15. DELIVER TO CODE [REDACTED] 16. ADMINISTERED BY CODE [REDACTED]

SEE SCHEDULE CONTRACT

17a. CONTRACTOR/ OFFEROR CODE [REDACTED] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER [REDACTED] 17c. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

18a. CONTRACTOR/ OFFEROR NAME AND ADDRESS
LUKOS, LLC
800 S HARBOUR ISLAND BLVD
TAMPA FL 33602-4159
TELEPHONE NO: 321-831-4610

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19. ITEM NO. 20. SCHEDULE OF SUPPLIES/ SERVICES 21. QUANTITY 22. UNIT 23. UNIT PRICE 24. AMOUNT

SEE SCHEDULE

25. ACCOUNTING AND APPROPRIATION DATA See Schedule 26. TOTAL AWARD AMOUNT (For Gov. Use Only) \$544,647.12

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-6 ARE ATTACHED. ADDENDA [] ARE NOT ATTACHED

27b. CONTRACT PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-6 ARE ATTACHED. ADDENDA [] ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.

29. AWARD OF CONTRACT: REF. [REDACTED] OFFER DATED 22-May-2023. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS. SEE SCHEDULE.

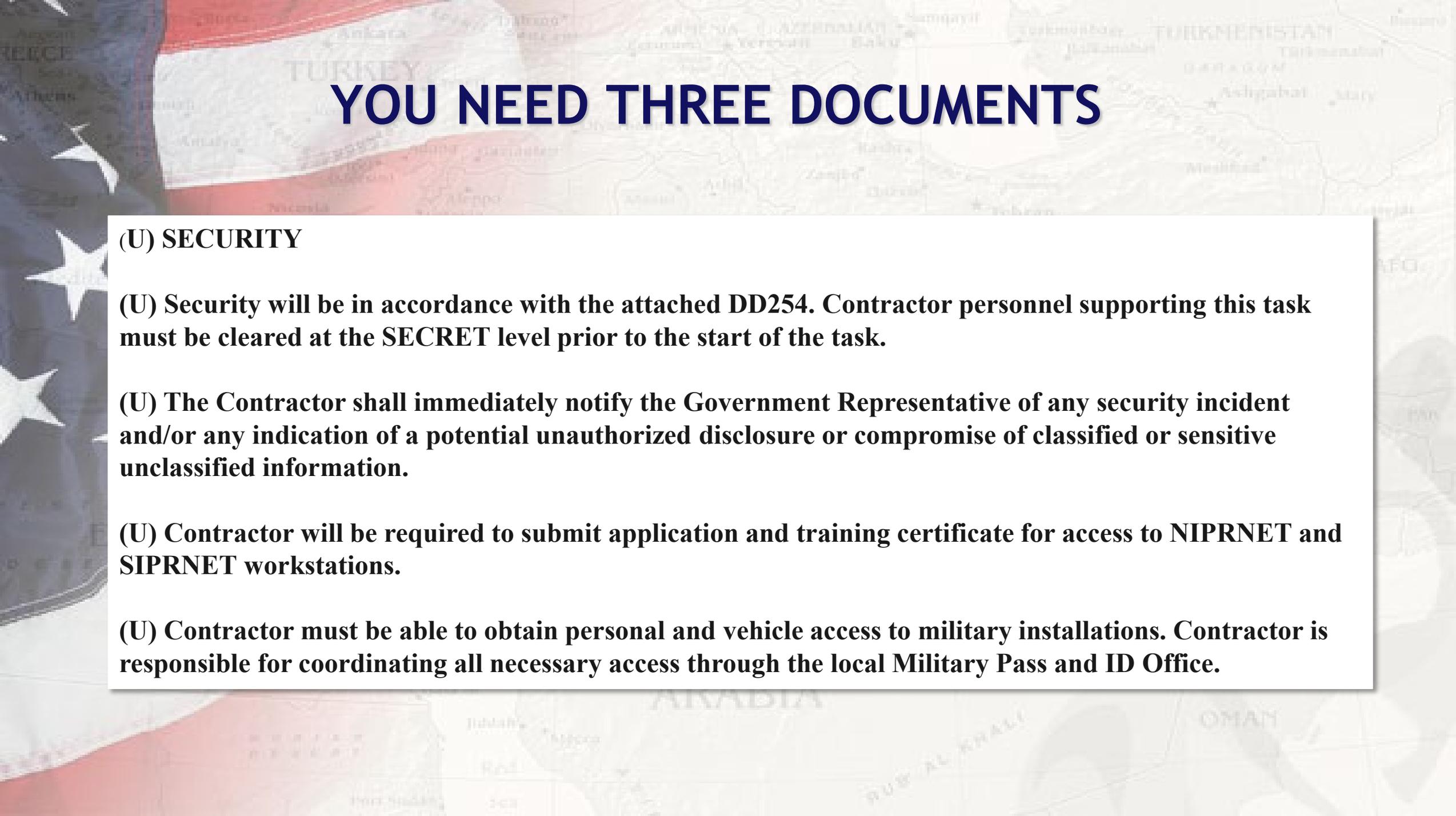
30a. SIGNATURE OF OFFEROR/CONTRACTOR [REDACTED] 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Amy Beach

30b. NAME AND TITLE OF SIGNER [REDACTED] 30c. DATE SIGNED [REDACTED] 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) BEACH, AMY B / CONTRACTING OFFICER 31c. DATE SIGNED 16-May-2023

TEL: (757) 491-3310 EMAIL: amy.beach.civ@oscom.mil

AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012) Prescribed by GSA - FAR (48 CFR) 53.212



YOU NEED THREE DOCUMENTS

(U) SECURITY

(U) Security will be in accordance with the attached DD254. Contractor personnel supporting this task must be cleared at the SECRET level prior to the start of the task.

(U) The Contractor shall immediately notify the Government Representative of any security incident and/or any indication of a potential unauthorized disclosure or compromise of classified or sensitive unclassified information.

(U) Contractor will be required to submit application and training certificate for access to NIPRNET and SIPRNET workstations.

(U) Contractor must be able to obtain personal and vehicle access to military installations. Contractor is responsible for coordinating all necessary access through the local Military Pass and ID Office.

YOU NEED THREE DOCUMENTS

CLASSIFICATION (When filled in): Unclassified

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION

OMB No. 0704-0567
OMB approval expires: May 31, 2022

1. CLEARANCE AND SAFEGUARDING

a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED (See instructions)
Top Secret

b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/MATERIAL REQUIRED AT CONTRACTOR FACILITY
None (See instructions)

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

a. PRIME CONTRACT NUMBER (See instructions)
 H922402DD0011 / TO: H9242723F0229

b. SUBCONTRACT NUMBER

c. SOLICITATION OR OTHER NUMBER DUE DATE (YYYYMMDD)

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

a. ORIGINAL (Complete date in all cases.) DATE (YYYYMMDD)
 20230511

b. REVISED (Supersedes all previous specifications.) DATE (YYYYMMDD)

c. FINAL (Complete item 5 in all cases.) DATE (YYYYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? No Yes 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? No Yes 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
LUKOS, LLC
800 S HARBOUR ISLAND BLVD
TAMPA, FL 33602

b. CAGE CODE
[REDACTED]

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)
Defense Counterintelligence & Security Agency (DCSA)
Chantilly 1 Field Office (LOFCC1)
13873 Park Center Road, STE 225
Herdon, VA 20171; PH 321-610-9870
Email: dss.chantilly1@mail.mil

7. SUBCONTRACTOR(S) (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)

a. NAME, ADDRESS, AND ZIP CODE
N/A

b. CAGE CODE
N/A

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)
N/A

8. ACTUAL PERFORMANCE (Click button to add more locations)

a. LOCATION(S) (For actual performance, see instructions)
[REDACTED]

b. CAGE CODE (If equivalent, see instructions)
N/A

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)
[REDACTED]

9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT
Estimated Base Period: 17 MAY 2023 - 16 MAY 2024
Option Period 1: Estimated 17 MAY 2024 - 16 MAY 2025
Option Period 2: Estimated 17 MAY 2025 - 16 MAY 2026
Option Period 3: Estimated 17 MAY 2026 - 16 MAY 2027
Option Period 4: Estimated 17 MAY 2027 - 16 MAY 2028

* Biennial Review required with notification of Option Period being exercised to the COR/TA/Industrial Security PM.

DD FORM 254, APR 2018 PREVIOUS EDITION IS OBSOLETE. Page 1 of 17
CLASSIFICATION (When filled in): Unclassified AEM (LAW) (3) Design

1. (U) BACKGROUND
1.1. (U) The requiring agency is U.S. Special Operations Command located in Virginia Beach, VA.
2. (U) OBJECTIVES
2.1. (U) The objective of this requirement is to obtain six (6) full time employee (FTE) contractor personnel to support the Command's Resource Management Administrative requirements.
3. (U) STATEMENT OF WORK (SOW) / PERFORMANCE WORK STATEMENT (PWS)
4. (U) REQUIREMENTS
- 4.1.3. (U) Be proficient in Microsoft Office applications to include Word, Outlook, Excel, and PowerPoint.
- 4.1.4. (U) Be able to communicate clearly and effectively with others, both verbally and in writing.
- 4.1.5. (U) Enter data into multiple databases accurately.
- 4.1.6. (U) Possess and/or be eligible for a SECRET Security Clearance.
- 4.1.7. (U) Be able to work in an environment that is fast-paced, completing multiple tasks, and meeting stringent timelines.
- 4.1.8. (U) Exhibit courteous, polite, and professional behavior at all times.
- 4.1.9. (U) Exhibit a professional appearance at all times.
- 4.2. (U) Specific Requirements:
4.2.1. (U) Administrative Disbursing Specialists (AD Specialists): Three (3) FTE (Key Personnel) in Virginia Beach, VA. The AD Specialists shall provide support to administrative tasks such as: review, correct and document travel documentation, download reports from Travel Processing and Automated Examination system (TPAX), Integrated Automated Travel System (IATS), Defense Travel System (DTS), Citi Bank CitiManager, and perform customer service functions. Responsible for all Temporary Assigned Duty (TAD) travel voucher requests, funded or "no cost orders," for command personnel. There is no travel expected for this position.
- 4.2.2. (U) Primary tasks:
4.2.2.1. (U) Download, process and perform analysis of travel data from TPAX, IATS and DTS reports.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REGISTRATION NUMBER
SEE SCHEDULE

PAGE 1 OF 16

2. CONTRACT NO. [REDACTED] 3. AWARD EFFECTIVE DATE 10-May-2023 4. ORDER NUMBER [REDACTED] 5. SOLICITATION NUMBER [REDACTED] 6. SOLICITATION ISSUE DATE [REDACTED]

7. FOR SOLICITATION INFORMATION CALL: [REDACTED] 8. NAME [REDACTED] 9. TELEPHONE NUMBER (No DASH CASH) [REDACTED] 10. OFFER DUE DATE/LOCAL TIME [REDACTED]

9. ISSUED BY [REDACTED] CODE H92427 10. THIS ACQUISITION IS UNRESTRICTED OR SET ASIDE: % FOR: [REDACTED]

SMALL BUSINESS WOMEN-OWNED SMALL BUSINESS (WOMB) VETERAN-OWNED SMALL BUSINESS PROGRAM HUBZONE SMALL BUSINESS EDWOSB NAVCS: 541990 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A) SIZE STANDARD: \$19,500,000

TEL: [REDACTED] FAX: [REDACTED]

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE 12. DISCOUNT TERMS Net 30 Days 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING [REDACTED] 14. METHOD OF SOLICITATION RFP IFB BFP

15. DELIVER TO CODE [REDACTED] 16. ADMINISTERED BY CODE [REDACTED]

SEE SCHEDULE SEE ITEM 9

17a. CONTRACTOR/ OFFEROR CODE [REDACTED] FACILITY CODE [REDACTED] 17b. PAYMENT WILL BE MADE BY CODE [REDACTED]

LUKOS, LLC
BRIAN HEAPS
800 S HARBOUR ISLAND BLVD
TAMPA FL 33602-4159

SOCOM PAYING OFFICE
EMAIL: INV.OICES@SOCOM.MIL
TAMPA FL

TELEPHONE NO: 321-831-4610

17c. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 17d. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE					

25. ACCOUNTING AND APPROPRIATION DATA See Schedule 26. TOTAL AWARD AMOUNT (For Gov. Use Only) \$544,647.12

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-6 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED

27b. CONTRACT PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-6 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED. 29. AWARD OF CONTRACT: REF. OFFER DATED 22-Mar-2023 YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE

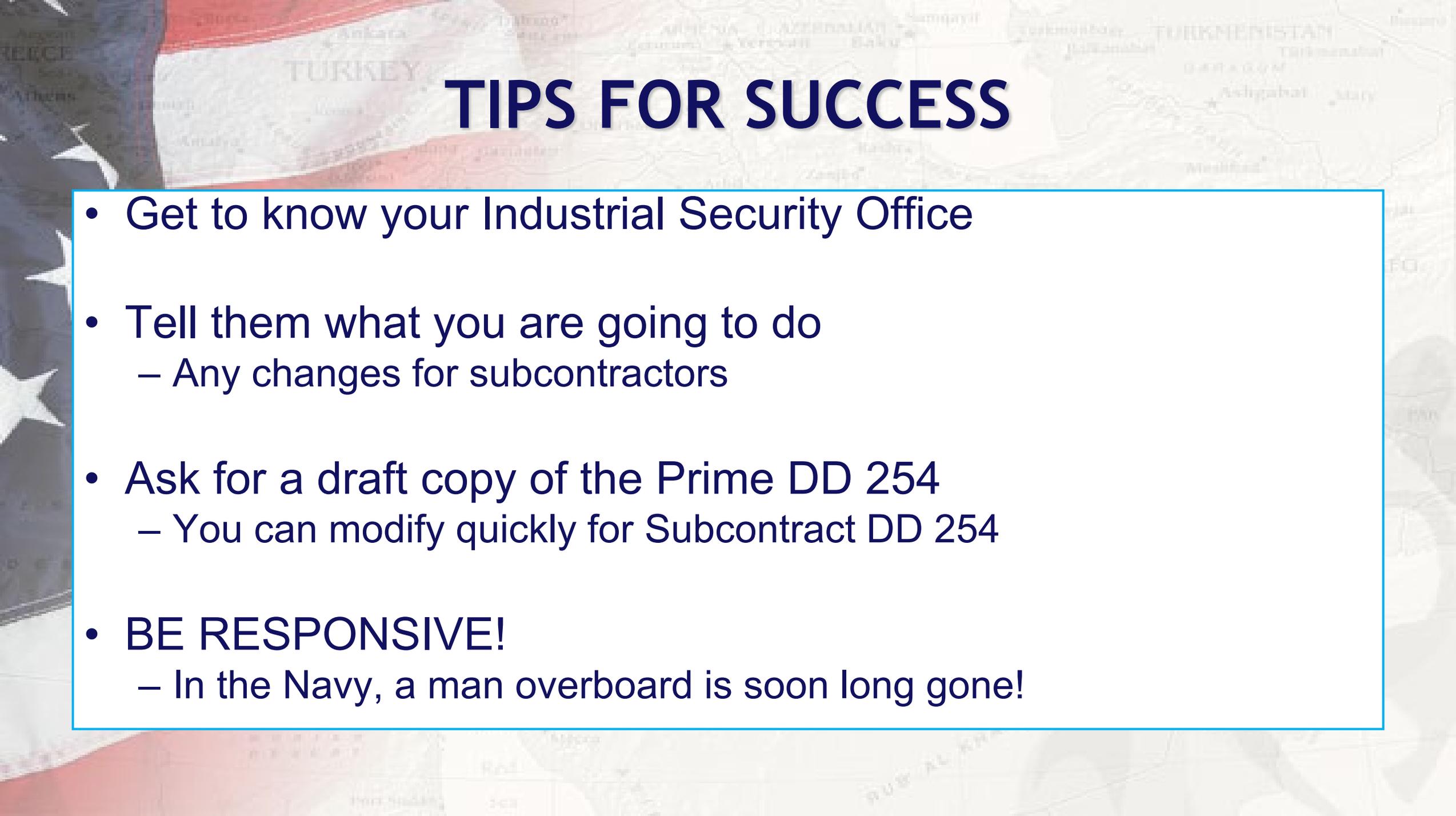
30a. SIGNATURE OF OFFEROR/CONTRACTOR [REDACTED] 30b. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Amy Beach

30c. NAME AND TITLE OF SIGNER [REDACTED] 30d. DATE SIGNED [REDACTED] 30e. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) BEACH, AMY B / CONTRACTING OFFICER 30f. DATE SIGNED 16-May-2023

30g. TEL: (757) 491-3310 30h. EMAIL: amy.beach.civ@socom.mil

AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012) Prescribed by GSA - FAR (48 CFR) 53.212



TIPS FOR SUCCESS

- Get to know your Industrial Security Office
- Tell them what you are going to do
 - Any changes for subcontractors
- Ask for a draft copy of the Prime DD 254
 - You can modify quickly for Subcontract DD 254
- **BE RESPONSIVE!**
 - In the Navy, a man overboard is soon long gone!

ISSUING THE FLOW-DOWN DD FORM 254

- Convey security requirements, classification guidance and provide handling procedures for classified material received and/or generated in a classified contract to subcontractors.
- The FSO should review/prepare the following prior to issuing a subcontract DD 254:
 - Prime DD 254
 - DRAFT subcontract DD 254 (GCA may edit)
 - **NISS REPORT**

YOU NEED THREE DOCUMENTS

CLASSIFICATION (When filled in): Unclassified

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION
(The requirements of the National Industrial Security Program (NISP) apply to all security aspects of this effort involving classified information.)

CMB No. 0704-0567
CMB approval expires:
May 31, 2022

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, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Project Director (0704-0187), Washington, DC 20503. 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.

RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS.

1. CLEARANCE AND SAFEGUARDING

a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED (See instructions)

b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/MATERIAL REQUIRED AT CONTRACTOR FACILITY (See instructions)

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

a. PRIME CONTRACT NUMBER (See instructions)

b. SUBCONTRACT NUMBER

c. SOLICITATION OR OTHER NUMBER DUE DATE (YYYYMMDD)

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

a. ORIGINAL (Complete date in all cases.) DATE (YYYYMMDD)

b. REVISED (Supersedes all previous specifications.) REVISION NO. DATE (YYYYMMDD)

c. FINAL (Complete item 5 in all cases.) DATE (YYYYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? No Yes If yes, complete the following:

Classified material received or generated under: (Check one Contract Number. In transferred to this follow-on contract.)

5. IS THIS A FINAL DD FORM In response to the contractor's request dated: (Name, Address, ZIP Code, Telephone required; Email Address optional)

6. CONTRACTOR (Include Contract Number)

a. NAME, ADDRESS, AND ZIP CODE (Name, Address, ZIP Code, Telephone required; Email Address optional)

b. CAGE CODE (Name, Address, ZIP Code, Telephone required; Email Address optional)

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)

7. SUBCONTRACTOR(S) (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)

a. NAME, ADDRESS, AND ZIP CODE (Name, Address, ZIP Code, Telephone required; Email Address optional)

b. CAGE CODE (Name, Address, ZIP Code, Telephone required; Email Address optional)

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)

8. ACTUAL PERFORMANCE (Click button to add more locations.)

a. LOCATION(S) (For actual performance, see instructions.) (Name, Address, ZIP Code, Telephone required; Email Address optional)

b. CAGE CODE (If applicable, see instructions.)

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)

9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT

Estimated Base Period: 17 MAY 2023 - 16 MAY 2024
Option Period 1: Estimated 17 MAY 2024 - 16 MAY 2025
Option Period 2: Estimated 17 MAY 2025 - 16 MAY 2026
Option Period 3: Estimated 17 MAY 2026 - 16 MAY 2027
Option Period 4: Estimated 17 MAY 2027 - 16 MAY 2028

* Biennial Review required with notification of Option Period being exercised to the COR/TA/Industrial Security PM.

DD FORM 254, APR 2018 PREVIOUS EDITION IS OBSOLETE. Page 1 of 17
CLASSIFICATION (When filled in): Unclassified JEM Lifecycle Designer

CLASSIFICATION (When filled in):

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION
(The requirements of the National Industrial Security Program (NISP) apply to all security aspects of this effort involving classified information.)

CMB No. 0704-0567
CMB approval expires:
June 30, 2025

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, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Project Director (0704-0187), Washington, DC 20503. 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.

RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS.

1. CLEARANCE AND SAFEGUARDING

a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED (See instructions)

b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/MATERIAL REQUIRED AT CONTRACTOR FACILITY (See instructions)

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

a. PRIME CONTRACT NUMBER (See instructions)

b. SUBCONTRACT NUMBER

c. SOLICITATION OR OTHER NUMBER DUE DATE (YYYYMMDD)

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

a. ORIGINAL (Complete date in all cases.) DATE (YYYYMMDD)

b. REVISED (Supersedes all previous specifications.) REVISION NO. DATE (YYYYMMDD)

c. FINAL (Complete item 5 in all cases.) DATE (YYYYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? No Yes If yes, complete the following:

Classified material received or generated under: (Check one Contract Number. In transferred to this follow-on contract.)

5. IS THIS A FINAL DD FORM In response to the contractor's request dated: (Name, Address, ZIP Code, Telephone required; Email Address optional)

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

a. NAME, ADDRESS, AND ZIP CODE (Name, Address, ZIP Code, Telephone required; Email Address optional)

b. CAGE CODE (Name, Address, ZIP Code, Telephone required; Email Address optional)

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)

7. SUBCONTRACTOR(S) (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)

a. NAME, ADDRESS, AND ZIP CODE (Name, Address, ZIP Code, Telephone required; Email Address optional)

b. CAGE CODE (Name, Address, ZIP Code, Telephone required; Email Address optional)

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)

8. ACTUAL PERFORMANCE (Click button to add more locations.)

a. LOCATION(S) (For actual performance, see instructions.) (Name, Address, ZIP Code, Telephone required; Email Address optional)

b. CAGE CODE (If applicable, see instructions.)

c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)

9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT

Estimated Base Period: 17 MAY 2023 - 16 MAY 2024
Option Period 1: Estimated 17 MAY 2024 - 16 MAY 2025
Option Period 2: Estimated 17 MAY 2025 - 16 MAY 2026
Option Period 3: Estimated 17 MAY 2026 - 16 MAY 2027
Option Period 4: Estimated 17 MAY 2027 - 16 MAY 2028

* Biennial Review required with notification of Option Period being exercised to the COR/TA/Industrial Security PM

DD FORM 254, APR 2018 PREVIOUS EDITION IS OBSOLETE. Page 1 of 3
CLASSIFICATION (When filled in):

View Notification

The following changes have occurred for [REDACTED]

A verification request was created for this facility.

*This information is valid as of 04/17/2023

This is to advise you that the following information is current verification information for the facility.

CAGE Code: [REDACTED]
Facility Name: [REDACTED]
Physical Location: [REDACTED]
Classified Mailing Address: [REDACTED]
Classified Hardware Mailing Address: [REDACTED]

This facility is NOT approved to utilize overnight carrier services for the transfer of classified information.

Classified Overnight Carrier Address: [REDACTED]

Facility Clearance Status Date: 11/12/2015

Document Safeguarding Level: Secret

Cleared Off-Sites: None

Authorized Access to: COMSEC NATO CNWDI

FOCI Mitigation: None

FOCI Adjudication: None

FOCI Mitigation Agreement/Acknowledgment Date:

FOCI Agreement Expiration Date:

FCL Limitations:

Special Limitation Notes:

Facility Security Officer: [REDACTED]
Facility Security Officer Phone Number: [REDACTED]
FSO Email Address: [REDACTED]

DCSA Field Office: Melbourne Field Office
DCSA Field Office Phone Number: 321-610-9870
DCSA Email address: dss.dss-southern.dss-iso.mbx.melbourne-field-office@mail.mil

NISS FCL REPORT

CLASSIFICATION (When filled in):

**DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

(The requirements of the National Industrial Security Program (NISP) apply to all security aspects of this effort involving classified information.)

OMB No. 0704-0567
OMB approval expires:
June 30, 2025

Ensure that the OMB approval is current and the proper edition (April 2018) of the DD254 is utilized.

9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT

DD FORM 254, APR 2018

PREVIOUS EDITION IS OBSOLETE.

Page 1 of 3

CLASSIFICATION (When filled in):

Review the classification/handling instructions for the DD254 to ensure you handle/store it properly. The overall classification of the DD254 itself is located at the top and bottom of the page. (This does not reflect the classification of the contract – that is indicated in Blocks 1a and 1b.)

Block 1a. Ensure your company meets the requirement. If not, contact the POC for the DD254 immediately and ensure it is correct. If it is, contact your DCSA ISR immediately for assistance in upgrading your FCL.

The field should reflect either CONFIDENTIAL, SECRET, or TOP SECRET only.

Block 1b. Ensure your company meets the requirement for safeguarding. If not, contact your ISR immediately for assistance in upgrading your FCL to safeguarding. The level of storage required here cannot be higher than the level specified in Block 1a

If different for the subcontractor, discuss with GOV Industrial Security Office (ISR).

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: June 30, 2025</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>		
<input type="checkbox"/> a. PRIME CONTRACT NUMBER <small>(See instructions.)</small> <input type="checkbox"/> b. SUBCONTRACT NUMBER <input type="checkbox"/> c. SOLICITATION OR OTHER NUMBER DUE DATE (YYYYMMDD)	3. THIS SPECIFICATION IS: <small>(X and complete as applicable.)</small> <input type="checkbox"/> a. ORIGINAL <small>(Complete date in all cases.)</small> DATE (YYYYMMDD) <input type="checkbox"/> b. REVISED <small>(Supersedes all previous specifications.)</small> REVISION NO. DATE (YYYYMMDD) <input type="checkbox"/> c. FINAL <small>(Complete Item 5 in all cases.)</small> DATE (YYYYMMDD)	
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) is transferred to this follow-on contract.</small>		
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: _____		

NOTE: YOU CANNOT CHECK MORE THAN AUTHORIZED IN THE PRIME DD 254.

Blocks 2a-2c. Verify with your contracting officer that the prime contract number, subcontract number, and/or solicitation or other number is correct.

If this is a subcontract, the prime number must be listed in Block 2a **(TO INCLUDE THE REVISION NUMBER)** and the subcontract number must be entered into Block 2b.

Blocks 3a-3c. Check the date to ensure it is correct. There should be an “X” in the first column of the appropriate specification:

If it is a new DD254 (original), the “X” should be in the box to the left of Block 3a with the corresponding date. If the DD254 has been “revised”, the “X” should be to the left of Block 3b, there should be a revision number, and the revision date should be entered into Block 3b.

If this is a final DD254, the “X” should be to the left of Block 3c, and the final date should be entered into Block 3c.

CLASSIFICATION (When filled in):

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION
(The requirements of the National Industrial Security Program (NISP) apply to all security aspects of this effort involving classified information.)

OMB No. 0704-0567
OMB approval expires:
June 30, 2025

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.

RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS.

1. CLEARANCE AND SAFEGUARDING

a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED (See Instructions)

b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/MATERIAL REQUIRED AT CONTRACTOR FACILITY

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

a. PRIME CONTRACT NUMBER (See instructions.)
F1234-C-23-0000 REV 1

b. SUBCONTRACT NUMBER
ACME-1234-00|

c. SOLICITATION OR OTHER NUMBER DUE DATE (YYYYMMDD)

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

a. ORIGINAL (Complete date in all cases.) DATE (YYYYMMDD)
20230330

b. REVISED (Supersedes all previous specifications.)
REVISION NO. DATE (YYYYMMDD)

c. FINAL (Complete Item 5 in all cases.) DATE (YYYYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? No Yes 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? No Yes If yes, complete the following:
In response to the contractor's request dated _____, retention of the classified material is authorized for the period of: _____

ALL DATES ARE FOR THE SUB DD 254

Block 4. A follow-on contract is a contract that is awarded to the same contractor or subcontractor for the same item or services as a preceding contract. If you have a follow-on contract, Block 4 should be marked “yes”, and the preceding contracting contract number should be provided. The “yes” in this block also authorized the contractor or subcontractor to transfer material received or generated under the preceding contract to the new contract.

The details of the material being transferred should be reflected in Item 13 of the DD254.

Block 5. A Final DD254 is used only if the contractor requests the right to retain any project related documents beyond the NISPOM permitted timeframe. If this is a final DD254, Block 5 should be marked “yes” and the date of the contractor’s request for retention period should be entered, as well as the date the material can be retained through.

CLASSIFICATION (When filled in): Unclassified	
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>	
OMB No. 0704-0567 OMB approval expires: June 30, 2025	
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@gmail.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.	
RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS.	
1. CLEARANCE AND SAFEGUARDING	
a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED <small>(See Instructions)</small> Secret ▼	b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION/ MATERIAL REQUIRED AT CONTRACTOR FACILITY None (See instructions) ▼
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable.)</i>	
<input type="checkbox"/> a. PRIME CONTRACT NUMBER <small>(See instructions.)</small> F1234-C-23-0000 REV 1	
<input checked="" type="checkbox"/> b. SUBCONTRACT NUMBER ACME-1234-00	
<input type="checkbox"/> c. SOLICITATION OR OTHER NUMBER DUE DATE (YYYYMMDD)	
3. THIS SPECIFICATION IS: <i>(X and complete as applicable.)</i>	
<input checked="" type="checkbox"/> a. ORIGINAL <small>(Complete date in all cases.)</small> DATE (YYYYMMDD) 20230330	
<input type="checkbox"/> b. REVISED <small>(Supersedes all previous specifications.)</small> REVISION NO. DATE (YYYYMMDD)	
<input type="checkbox"/> c. FINAL <small>(Complete Item 5 in all cases.)</small> DATE (YYYYMMDD)	
4. IS THIS A FOLLOW-ON CONTRACT? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <small>If yes, complete the following:</small> 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 checked="" 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: _____	

Block 6a. The prime's official name and physical address should be used.

Block 6b. The prime's CAGE Code should be included.

Block 6c. The prime's DCSA Field Office should be indicated.

6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)		
a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)
7. SUBCONTRACTOR(S) (Click button to add or list the subcontractors - but will still require a separate DD Form 254 issued by a prime contractor to each subcontractor)		
Add Row Remove Last Row Delete All Rows		
a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)
8. ACTUAL PERFORMANCE (Click button to add more locations.)		
Add Row Remove Last Row Delete All Rows		
a. LOCATION(S) (For actual performance, see instructions.)	b. CAGE CODE (If applicable, see instructions.)	c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)

Block 7a. If there is a subcontractor, the subcontractor's official name and physical address should be used.

Block 7b. The subcontractor's CAGE Code should be included.

Block 7c. The subcontractor's DCSA Field Office should be indicated.

6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)		
a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)
7. SUBCONTRACTOR(S) (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)		
Add Row Remove Last Row Delete All Rows		
a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)
8. ACTUAL PERFORMANCE: (Click button to add more locations.)		
Add Row Remove Last Row Delete All Rows		
a. LOCATION(S) (For actual performance, see Instructions.)	b. CAGE CODE (If applicable, see Instructions.)	c. COGNIZANT SECURITY OFFICE(S) (CSO) (Name, Address, ZIP Code, Telephone required; Email Address optional)

Hint: To add additional rows to Block 7, click "Add Row". Removing the last row and deleting all rows is irreversible!

NOTE: YOU CAN LIST ALL THE SUBCONTRACTORS IN BLOCK 7 BUT YOU MUST ISSUE EACH ONE A SEPARATE DD 254.

6. CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code)</i>		
a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE(S) (CSO) <i>(Name, Address, ZIP Code, Telephone required; Email Address optional)</i>
7. SUBCONTRACTOR(S) <i>(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)</i>		<input type="button" value="Add Row"/> <input type="button" value="Remove Last Row"/> <input type="button" value="Delete All Rows"/>
a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE(S) (CSO) <i>(Name, Address, ZIP Code, Telephone required; Email Address optional)</i>
8. ACTUAL PERFORMANCE <i>(Click button to add more locations.)</i>		<input type="button" value="Add Row"/> <input type="button" value="Remove Last Row"/> <input type="button" value="Delete All Rows"/>
a. LOCATION(S) <i>(For actual performance, see Instructions.)</i>	b. CAGE CODE <i>(If applicable, see Instructions.)</i>	c. COGNIZANT SECURITY OFFICE(S) (CSO) <i>(Name, Address, ZIP Code, Telephone required; Email Address optional)</i>

Block 8a. If the work is to be performed at a location other than the one specified in Blocks 6a or 7a, the location where the work will be performed should be entered here. If there is more than one location, they should be entered here (or in Block 13).

Block 8b. The CAGE Code should be included here for any performance locations, unless the entries were included in Block 13.

Block 8c. Each performance location's DCSA Field Office should be indicated here, unless the entries were included in Block 13.

Hint: To add additional rows to Block 7, click "Add Row". Removing the last row and deleting all rows is irreversible!

NOTE: ONLY LIST THE PERFORMANCE LOCATIONS FOR THE SUBCONTRACTOR HERE AND ANY SCI PERFORMANCE LOCATIONS IN THE SCI ADDENDUM.

Block 9. A short, concise, and unclassified description of the contract should be entered here. Enough detail should be provided to give an adequate picture of the contract.

9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT

COPY FROM THE PRIME DD 254

DD FORM 254, APR 2018

PREVIOUS EDITION IS OBSOLETE.

Page 1 of 3

CLASSIFICATION (When filled in):

NOTE: REMEMBER NOT MORE THAN AUTHORIZED IN THE PRIME DD 254.

Blocks 10a-10k. If there is an "X" adjacent to any of these items, it means there are accesses your company is authorized access to and your employees will need to be read in to, regardless of where the access will occur. Additionally, each one that has an "X" should be discussed in Block 13 of the DD254 to provide parameters for access. If the information is not included, or you need further explanation, contact the official listed in Block 17.

CLASSIFICATION (When filled in):

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"/> f. SPECIAL ACCESS PROGRAM (SAP) INFORMATION |
| <input type="checkbox"/> b. RESTRICTED DATA | <input type="checkbox"/> g. NORTH ATLANTIC TREATY ORGANIZATION (NATO) INFORMATION |
| <input type="checkbox"/> c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI)
(If CNWDI applies, RESTRICTED DATA must also be marked.) | <input type="checkbox"/> h. FOREIGN GOVERNMENT INFORMATION |
| <input type="checkbox"/> d. FORMERLY RESTRICTED DATA | <input type="checkbox"/> i. ALTERNATIVE COMPENSATORY CONTROL MEASURES (ACCM) INFORMATION |
| <input checked="" type="checkbox"/> e. NATIONAL INTELLIGENCE INFORMATION: | <input type="checkbox"/> j. CONTROLLED UNCLASSIFIED INFORMATION (CUI)
(See Instructions.) |
| <input type="checkbox"/> (1) Sensitive Compartmented Information (SCI) | <input type="checkbox"/> k. OTHER (Specify) (See Instructions.) |
| <input type="checkbox"/> (2) Non-SCI | |

Blocks 11a-11m. If there is an “X” adjacent to any of these items, it means there are additional requirements on the contract. Additionally, each one that has an “X” should be discussed in Block 13 of the DD254 to provide additional explanation and requirements. If the information is not included, or you need further information, contact the official indicated in Block 17.

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
<i>(Applicable only if there is no access or storage required at contractor facility. See instructions.)</i> | <input type="checkbox"/> g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER |
| <input type="checkbox"/> b. RECEIVE AND STORE CLASSIFIED DOCUMENTS ONLY | <input type="checkbox"/> h. REQUIRE A COMSEC ACCOUNT |
| <input type="checkbox"/> c. RECEIVE, STORE, AND GENERATE CLASSIFIED INFORMATION OR MATERIAL | <input type="checkbox"/> i. HAVE A TEMPEST REQUIREMENT |
| <input type="checkbox"/> d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE | <input type="checkbox"/> j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS |
| <input type="checkbox"/> e. PERFORM SERVICES ONLY | <input type="checkbox"/> k. BE AUTHORIZED TO USE DEFENSE COURIER SERVICE |
| <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"/> l. RECEIVE, STORE, OR GENERATE CONTROLLED UNCLASSIFIED INFORMATION (CUI).
<i>(DoD Components: refer to DoDI 5200.48, only for specific CUI protection requirements. Non-DoD Components: see instructions.)</i> |
| | <input type="checkbox"/> m. OTHER (Specify) (See instructions.) |

NOTE: YOU CAN CHECK LESS BUT NOT MORE THAN AUTHORIZED IN THE PRIME DD 254. IF THERE ARE DIFFERENCES FOR THE SUBCONTRACTOR, TALK WITH YOUR GOV ISR.

Block 12*. All contractors are responsible for obtaining approval from their GCA prior to the release of any information received or generated under the contract, except for certain types of information authorized by the NISPOM. The public release instructions for this contract are included in Block 12 as required to direct you to the appropriate GCA office with public release authority, should you need it.

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. (See Instructions)

DIRECT

THROUGH (Specify below)

Public Release Authority:

* This Block is Mandatory!

Block 13. This section is used to expand or to explain information referenced in other sections of the DD254. Information such as additional places of job performance from Block 8 and details for anything marked with an “X” in Blocks 10 and/or 11 are discussed in this section. It may also explain anything unclear, confusing, or particularly important. It may be used to provide contact information and signatures for people such as the contracting officer, program manager and/or security officer. Additional pages may have been used so be sure to read the entire document.

Often the contract expiration date is entered here. Additionally, if SCI has been checked for the contract (Block 10e(1)), there should be an SCI addendum attached to the DD254 and/or as part of block 13 to provide guidance on clearance processing and unique program-specific SCI guidance. **ADJUST SCI BILLETS FOR THE SUBCONTRACTOR**. If anything is missing or seems incomplete or unclear, reach out to the individual in Block 17 for supplemental/missing information and/or clarification.

13. SECURITY GUIDANCE

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.

(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.)

Add Signature Remove Last Signature Delete All Signatures

List of Attachments (All Files Must be attached Prior to Signing, i.e., for any digital signature on the form) Show Attachment Bar

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CLASSIFICATION (When filled in):

Tip: Use these buttons to add/remove signatures.

Be sure to click “Show Attachment Bar” as there may be supplements attached.

Government Contracting Agency (GCA) Approval

6.3. SECURITY CLASSIFICATION GUIDANCE.

e. The GCA will provide guidance to the prime contractor for subcontracting. Unless the GCA provides specific contractual direction to the contrary (e.g., access to CNWDI or intelligence information) or DoD 5220.22-M includes a specific requirement, the prime contractor has authority to sign the DD Form 254 for subcontracts.

GCA APPROVAL

COMSEC (Ref: 32 CFR 117.21(h))

Subcontracts requiring the disclosure of classified COMSEC information will be awarded only upon the written approval of the GCA.

CNWDI (Ref: 32 CFR 117.20(d))

Contractors will not disclose CNWDI to subcontractors without the prior written approval of the GCA. This approval may be included in a contract security classification specification, or equivalent, other contract-related document, or by separate correspondence.

NATO (Ref 32 CFR 117.19(g)(9))

The contractor will obtain prior written approval from the NATO contracting activity and a NATO FSCC must be issued prior to awarding the subcontract. The contractor will forward the request for approval through the CSA.

GCA Clause in Block 13 (Ref 32 CFR 117.17) Subcontracting/flow-down of this effort requires a Subcontract/Flow-Down DD FM 254. Subcontract/Flow-Down DD FM 254 must be approved by HQ USSOCOM prior to award. Forward requests and draft Subcontract DD FM 254s to the Contracting Officer's Representative/Program Manager and USSOCOM Industrial Security (IndustrialSecurity@socom.mil). IAW USSOCOM R 380-9, Industrial Security, please allow 10 duty days for review/approval.

BLOCK 13 SIGNATURES

Add Attachment	View Selected Attachment	Remove Selected Attachment
	NAME & TITLE OF REVIEWING OFFICIAL COR	SIGNATURE
	NAME & TITLE OF REVIEWING OFFICIAL SSO/SAP OFFICE (IF ANY)	SIGNATURE
	NAME & TITLE OF REVIEWING OFFICIAL INDUSTRIAL SECURITY	SIGNATURE
BLOCK 17 OF PRIME DD 254	NAME & TITLE OF REVIEWING OFFICIAL GCA	SIGNATURE

COPY FROM THE PRIME DD 254

Block 14. This section is completed whenever there are security requirements in addition to the requirements of the NISPOM or its supplements.

14. ADDITIONAL SECURITY REQUIREMENTS

Requirements, in addition to NISPOM requirements for classified information, are established for this contract.

No Yes

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.)

COPY FROM THE PRIME DD 254

15. INSPECTIONS

Elements of this contract are outside the inspection responsibility of the CSO.

No Yes

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.)

14. ADDITIONAL SECURITY REQUIREMENTS

Requirements, in addition to NISPOM requirements for classified information, are established for this contract.

No Yes

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.)

15. INSPECTIONS

Elements of this contract are outside the inspection responsibility of the CSO.

No Yes

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.)

COPY FROM THE PRIME DD 254

Block 15. This section is used to indicate contract or portion of a contract that is “carved out” of DCSA’s inspection purview. It must identify the cognizant security authority if not DCSA. Notify your DCSA ISR of any “carve outs” discussed here. Generally, Block 15 is checked when SCI and/or SAPs are involved or when the contractor facility is operating on a military installation and the installation commander has elected to retain security cognizance.

16. GOVERNMENT CONTRACTING ACTIVITY (GCA) AND POINT OF CONTACT (POC)		
a. GCA NAME	c. ADDRESS (Include ZIP Code)	d. POC NAME
COPY FROM THE PRIME DD 254		
b. ACTIVITY CONTRACTING OFFICE (See Instructions)		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.)		

Block 16. This section indicates the government contracting authority (customer) and provides a point of contact.

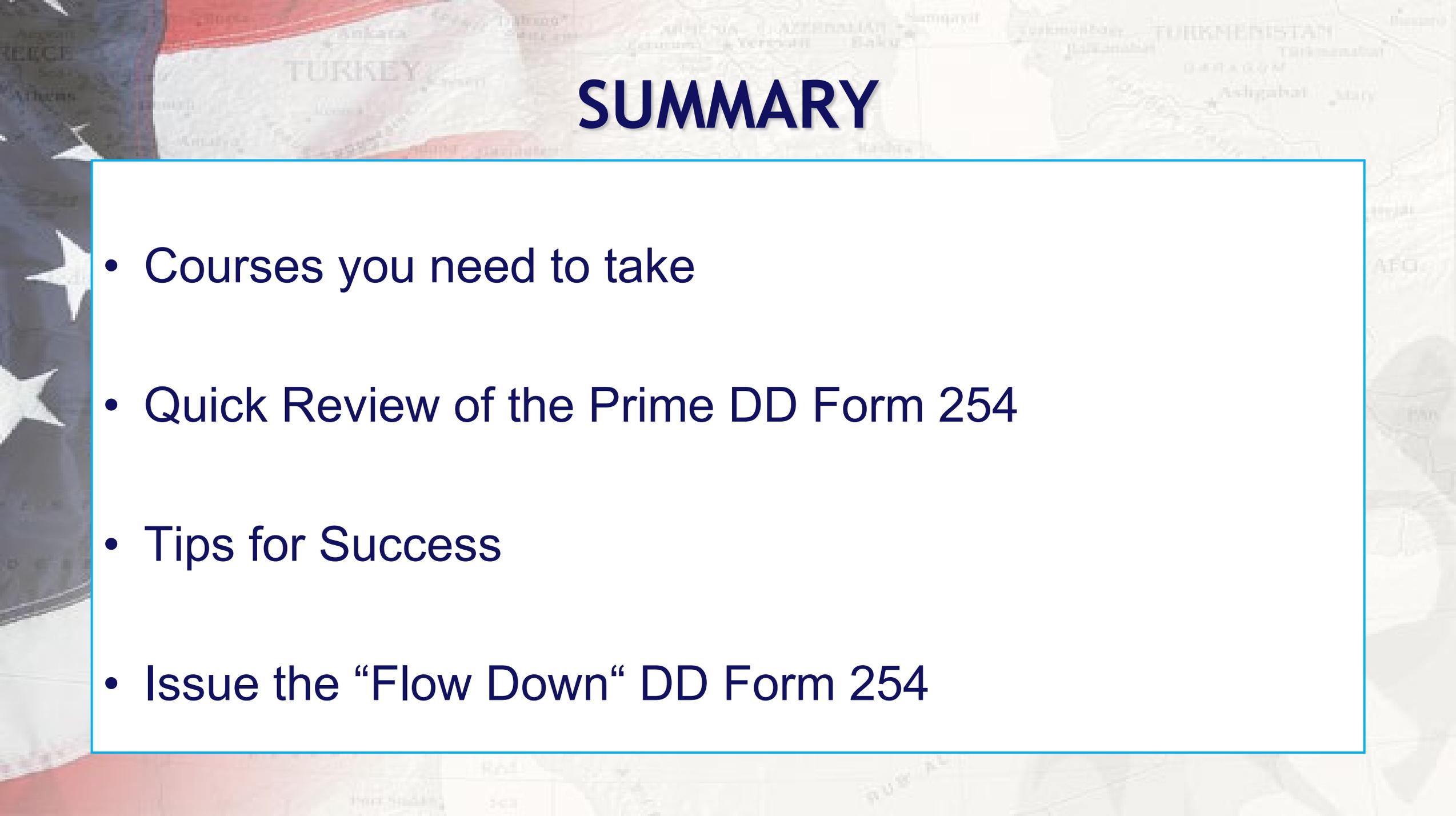
Block 17. This section should be completed by the FSO to indicate prime contractor's certifying authority and provides a point of contact.

Block 18. This section indicates what organizations and entities should receive a copy of the DD254.
Check Block 18b. SUBCONTRACTOR

ISSUE THE “FLOW-DOWN” DD FORM 254

- Distribute as checked in Block 18
- Add under SUBCONTRACTS in NISS

CLASSIFICATION (When filled in): Unclassified		
c. ADDRESS (Include ZIP Code) Lukos, LLC 800 S Harbour Island Blvd Tampa, FL 33602	d. AAC OF THE CONTRACTING OFFICE (See instructions) N/A	h. SIGNATURE RUSSELL, C Digitally signed by RUSSELL, C JONES: A:01 09B3000001 30060970007 7C60C7AFO ARIEKO014813 Date: 2023.04.24 10:46:54 -0400' E00014813
	e. CAGE CODE OF THE PRIME CONTRACTOR (See instructions.) 519E0	i. DATE SIGNED (See instructions) 20230424
	f. TELEPHONE (Include Area Code) +1 (813) 720-3800	
	g. EMAIL ADDRESS (See instructions) russell.jones@lukos.com	
18. REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL		
<input checked="" type="checkbox"/> a. CONTRACTOR	<input checked="" type="checkbox"/> f. OTHER AS NECESSARY (If more room is needed, continue in Item 13 or on additional page if necessary.)	
<input checked="" type="checkbox"/> b. SUBCONTRACTOR	<div style="border: 2px solid red; padding: 5px;">DCSA - See Item 6.c DHS/USCG</div>	
<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		
DD FORM 254, APR 2018 PREVIOUS EDITION IS OBSOLETE. Page 5 of 5 CLASSIFICATION (When filled in): Unclassified AEM LincCode Designer		



SUMMARY

- Courses you need to take
- Quick Review of the Prime DD Form 254
- Tips for Success
- Issue the “Flow Down“ DD Form 254



THANK YOU!

Does anyone have any questions?

RUSSELL “RUSTY” C. JONES, ISP®/SFPC/PSC
russell.jones@lukos.com
(813) 720-3800

SCENARIO - SUBCONTRACTOR IS PART OF THE COMPANY

“What if another business unit in our company needs to work on the contract?”



Multiple Facility Organization (MFO)

- “Flow Down” to a subordinate without a DD Form 254
- DD 441-1 in place with performance locations (Safeguarding)



Wholly-Owned Subsidiary

- Treated as a separate legal entity
- Requires a DD Form 254

SCENARIO - DIFFERENT SUBCONTRACTOR REQUIREMENTS

“What if I have a subcontractor that needs safeguarding, but I don’t have it on my DD 254?”

- Coordinate with your Government IS office
 - Put this comment in PRIME Block 13:

EXAMPLE - Ref 8, ACME. (CAGE Code 4U2C3): The contractor requires access to classified source data up to and including TOP SECRET at U.S. Government facilities and SECRET at contractor facilities in support of the work effort. Contractor will reference the appropriate security classification guidance when generating or deriving classified material or hardware. All classified information received or generated will be properly stored and handled according to the markings on the material. All classified information received or generated is the property of the U.S. Government. At the termination or expiration of this contract, the U.S. Government will be contacted for proper disposition instructions. Please include this guidance to Item 13, Ref 11c on the associated Subcontract/Flow-down DD FM 254. **Items 1b and 11c must be selected on associated Subcontract DD FM 254s as required.**

- Then issue the Subcontract DD Form 254

SCENARIO -SPONSORING A FACILITY CLEARANCE (FCL)

“What if I have a subcontractor that needs a facility clearance (FCL)?
How do I sponsor them?”

- Coordinate with your Government IS office
- Put this comment in the SUBCONTRACT Block 9:

THIS DD FORM 254 IS TENTATIVELY APPROVED PENDING FACILITY CLEARANCE
(FCL). Upon Defense Counterintelligence & Security Agency approval of FCL, but prior to
award and any classified release, this DD Form 254 will be submitted to U.S. Special
Operations Command Industrial Security for final review and approval.

- Submit to the GCA for approval (if required)
- Submit in NISS
- Once the FCL is approved, issue a new DD 254