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The OPR for this supplement is HQ AFSPC/SFC (SSgt Scott M. Glassic). This supplement implements and extends the guidance of Air Force Instruction (AFI) 31-601, Industrial **Security Program Management**. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. This supplement provides a baseline requirement for managing the Industrial Security Program. Deviations to this supplement must first be approved by the OPR prior to implementation. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, to HQ AFSPC/SFC, 150 Vandenberg Street, Suite 1105 Peterson AFB, CO 80914-4560. Provide copies of base supplements to AFI31-601_AFSPCSUP1, to HQ AFSPC/SFC. The security policies, requirements and procedures identified in this supplement are applicable to Air Force personnel and on-base contractors performing services under the term of a properly executed contract and associated security agreement or similar document, as determined appropriate by the installation commander (IC). Does not apply to AFRC/ANG unless tenant units are on AFSPC installations.

1.6.2. The System, Program, or Project Manager is the individual appointed by the head of the organization who provides the necessary operational interface between the contractor and the Information Security Program Manager (ISPM). **NOTE:** In the Space and Missile System Center (SMC), the Program Manager is appointed by the Program Executive Officer (PEO). A management official of the visitor group will also designate a contractor employee to be the focal point for security matters. Copies of this written designation will be provided to the System, Program, or Project Manager and the ISPM.

1.6.2.2. AFSPC organizations will notify the base ISPM as soon as they know a contract is being developed in which a contractor will require access to classified information during contract performance. The office developing the contract requirements will coordinate with the ISPM to ensure security classification guidance is provided by use of a DD Form 254, DoD **Contract Security Classification Specification**. Other security requirements will be incorporated into the statement of work (SOW) or performance

work statement (PWS). The ISPM will review all DD Forms 254 before they are submitted to the procuring contracting officer (PCO).

1.6.2.4.1. (Added) The program manager or project manager will prepare DD Forms 254 with the advice and assistance of the ISPM and the contracting office.

1.8.3.1.6. (Added) Send reports concerning contractor espionage, sabotage, and subversive activities to HQ AFSPC/SFC.

2.3.5. (Added) Contractors lacking required background investigations for automated information system (AIS) access must submit appropriate background investigation paper work through the SSA. The Air Force activity security manager must initiate a waiver package to the designated approving authority (DAA) for interim AIS access for background investigations that have not been closed and adjudicated. See **Attachment 4, Sample Waiver of Pre-appointment investigative requirements**, this supplement. Refer to AFI 31-501, *Personnel Security Program Management*, chapter 3 for information on personnel occupying information system positions.

3.1.5. (Added) Contractors will complete all training requirements prior to being granted access to the base computer network. This requirement will be identified in the Visitor Group Security Agreement (VGSA), as per **3.1.2.** of the basic regulation.

3.2.2. Unit Security Managers will include visitor group contractor personnel in their recurring security education program.

3.2.4. (Added) The program manager and the ISPM will determine the extent of visitor group security management responsibilities, as reflected in the Visitor Group Security Agreement (VGSA). The VGSA will require contractor visitor groups to implement DoD 5200.1-R, *Information Security Program* and AFI 31-401, *Information Security Program Management*. The contractor security representative will attend security manager meetings hosted by the ISPM. The ISPM will forward announcements of these meetings to the program manager and the contractor security manager.

4.1.2. Use Air Force Handbook 31-602, *Industrial Security Program*, Figure 9.1, Instructions for Preparing DD Form 254, **DoD Contract Security Classification Specification**, or the DD Form 254 Handbook prepared and distributed by the National Classification Management Society when accomplishing DD Forms 254. **Attachment 2** and **Attachment 3**, this supplement, are also available for instructions on completing DD Form 254.

4.3.2. After guidance has been reviewed, the program manager will notify agencies that received the original DD Form 254. He or she will make the notifications in writing and identify the (1) contractor, (2) agency using the contractor service, (3) commercial and government entity (CAGE) code (DD Form 254, Item 6b), and (4) clearance level (DD Form 254, Item 1a). The program manager will annotate the next required review date on the notification memorandum, attach it to the DD Form 254, and prepare a revised DD Form 254 when changes are required. **NOTE:** In AFSPC, the program and project managers, monitors and conducts required classification reviews.

6.2.1. DD Form 696, **Industrial Security Inspection Report**, or annual program review and semiannual self-inspection reports will be used to record the contractor's security compliance. Unit security managers will ensure on base visitor groups are included in the semiannual self-inspection program. The unit security manager will provide the program manager, contractor security manager, and ISPM with a copy of the results of the semiannual self-inspections. The unit security manager will ensure a semiannual

self-inspection is conducted on contractor visitor groups. (A government representative must conduct the self-inspection.)

6.2.3. (Added) All Air Force visitor groups, regardless of their level of access, will receive an initial program review within 30 days after the contract start date. After this initial program review, visitor groups will be checked as part of the sponsoring activity's semiannual self-inspection program. The ISPM is responsible for conducting program reviews annually.

7.1. When sponsoring (or cosponsoring) and/or conducting meetings about DoD-related scientific papers, follow the guidance in AFI 61-205, Sponsoring or Co-Sponsoring, Conducting, and Presenting DoD-Related Scientific Papers at Unclassified and Classified Conferences, Symposia, and Other Similar Meetings.

7.3.2. Contractors performing duties normally performed by military or DoD civilian personnel fit the category of integrated visitor groups. (Examples include supply, information management, audiovisual and reprographics services, and aircraft maintenance.) The contracting office will define in the statement of work or in other related contractual documents that visit request letters will be addressed to and sent to the contract program/project manager/monitor to the sponsoring unit or agency.

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

9.1.2.1. (Added) Visitor group contractors will participate in the installation Security Awareness, Training, and Education program or network user licensing, as appropriate. The contract document will outline contractor responsibilities for protection of government sensitive unclassified information in contractor automated information system (AIS) equipment. The requirements outlined in paragraph 9.1.2.1., 9.1.2.2.1., 9.1.2.3.1., and 9.1.2.3.2. will be identified in the VGSA, as per 3.1.2. of the basic regulation.

9.1.2.2. (Added) AFSPC COMPUSEC procedures are as follows:

9.1.2.2.1. (Added) Integrated visitor group contractors will participate in the wing-level COMPUSEC program to ensure all AISs meet standards for the protection of Air Force information.

9.1.2.2.2. (Added) All contractor-owned, contractor-operated AISs that process Air Force information must meet the applicable criteria contained in AFI 33-202, *Computer Security*, Chapter 3.

9.1.2.2.3. (Added) The chief of the information assurance (IA) office will provide the ISPM with a courtesy copy of all annual staff assistance visits to the contractor.

9.1.2.3. (Added) AFSPC Emissions Security (EMSEC) procedures are as follows:

9.1.2.3.1. (Added) Contractors will participate in the wing-level EMSEC program, where applicable. Equipment used by contractors for the processing of classified information must be assessed and approved, in writing, by the wing EMSEC manager.

9.1.2.3.2. (Added) Contractors must follow EMSEC countermeasures established by the wing EMSEC manager.

9.1.2.3.3. (Added) The wing EMSEC manager will send the ISPM a copy of the approval authority for equipment used by contractors for processing classified Air Force information. He or she will also send the ISPM a copy of annual visits to contractor integrated visitor groups and cleared facilities.

9.1.4. The applicable wing IA office will review and coordinate on DD Forms 254 where the contractor is required to hold or use COMSEC material or participate in wing-level COMPUSEC, EMSEC, and security awareness, training, and education (SATE) programs.

10.2. In HQ AFSPC, the SSO is responsible for (1) approving security attachments that outline contractor security requirements for SCI, (2) establishing SCI facilities, (3) granting SCI access, and (4) coordinating on any DD Form 254 (including requests for bid or proposal, original DD Forms 254 for awarded contracts, and revised and final DD Forms 254, if issued, that require SCI access). Each AFSPC base with an SSO will perform this function at the local level for contracts awarded for work at the base.

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References**Atomic Energy Act of 1954**Federal Acquisition Regulation (FAR)*AFI 33-202, *Computer Security*AFI 61-205, *Sponsoring or Co-Sponsoring, Conducting, and Presenting DoD-Related Scientific Papers at Unclassified and Classified Conferences, Symposia, and Other Similar Meetings*DoD 5200.1-R, *Information Security Program*AFI 31-401, *Information Security Program Management*AFI 31-501, *Personnel Security Program Management*AFI 31-601, *Industrial Security Program Management*Air Force Handbook 31-602, *Industrial Security Program**Abbreviations and Acronyms***CAGE**—commercial and government entity (code)**DTIC**—Defense Technical Information Center**FOUO**—for official use only**IA**—information assurance**ISPM**—information security program manager**NCC**—network control center**PWS**—performance work statement**SATE**—security awareness, training, and education**SSO**—special security office

ATTACHMENT 2 (ADDED)**INSTRUCTIONS FOR COMPLETING A BASIC DD FORM 254**

A2.1. These instructions apply to contracting officers, procurement officials, program managers, and project managers responsible for creating and updating DD Forms 254. A DD Form 254 will be prepared for each contract requiring a contractor to have access to classified information during solicitation or performance phases.

A2.2. DD Forms 254 will be typewritten or computer generated; facsimiles (fax) should not be used. A DD Form 254 is part of the contract presented to the contractor and is a binding agreement that provides the contractor security classification guidance for contract performance. If a fax must be used due to uncontrollable circumstances, it must be legible.

A2.3. The following guidance is for use with the corresponding block on DD Form 254:

A2.3.1. Item 1a. Enter the highest level of access to classified information needed during the contract. Use only Top Secret, Secret, or Confidential. Do not confuse this clearance with the contractor's home office facility clearance.

A2.3.2. Item 1b. For cleared contractor facilities, list the level of safeguarding required (Top Secret, Secret, or Confidential). This level may not be higher than shown in Item 1a. This item does not normally apply to on base integrated visitor groups. If the contractor is not required to store classified material, enter "None".

A2.3.3. Item 2. Place an "X" in only one item. Item 2a is for prime contracts issued by the government, item 2b is only for use by the prime contractor to award subcontracts, and item 2c is for the solicitation phase of a contract. The contracting office will issue the solicitation number and enter the due date (the date bids are due to the contracting officer). When the contract is awarded, a new DD Form 254 will be prepared by the program manager or project manager and issued with the contract number entered in item 2a.

A2.3.4. Item 3. Place an "X" in only one item. Item 3a is used when the original DD Form 254 is issued. (Also enter the original date.). The original date is unchanged on each subsequent revision. When a revised DD Form 254 is issued, place an "X" in item 3b and show revision number and revision date. Each time a revision is issued, give it a sequential number. Place an "X" in Item 3c for a final DD Form 254 and enter the date the final DD Form 254 is issued. A final DD Form 254 is not required unless (and until) the contractor is authorized or denied authority to retain classified information or has been granted an extension of retention.

A2.3.5. Item 4. If this is a follow-on contract, place an "X" in the "yes" block and enter the preceding contract number in the space provided. If this is not a follow-on contract, place an "X" in the "no" block.

A2.3.6. Item 5:

A2.3.6.1. Place an "X" in the "no" block if this is not a final DD Form 254. Only issue a final DD Form 254 after the contracting officer determines the disposition of classified material and after contract completion. (The contractor may be allowed to retain classified information or may be required to return the information to the Air Force.)

A2.3.6.2. Place an "X" in the "yes" block if this is a final DD Form 254. If the contractor is authorized to retain classified information, list the date the contractor requested retention and the period of time the

contractor is authorized retention. NOTE: Visitor group contractors are not authorized to retain classified information past the contract's completion.

A2.3.7. Item 6. This item is not used during the solicitation phase of a contract.

A2.3.7.1. When a contract is awarded, enter the contractor's mailing address in item 6a; that is, the address used to send classified material to the contractor. The program manager or project manager will verify this address with the Defense Security Service-Operating Center Columbus (DSS-OCC). The DSS-OCC address and phone number are located in DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM).

A2.3.7.2. Enter the CAGE code of the cleared facility in item 6b. The program manager or project manager will obtain the CAGE code from the DSS-OCC when verifying the contractor's physical address.

A2.3.7.3. In item 6c, list the DSS regional office that has cognizance over the contractor. Spell out the full address; do not use abbreviations. The cognizant security office is always the director of industrial security who has industrial security jurisdiction over the geographical area where the contractor is located. No other activity should be shown in this item.

A2.3.8. Item 7. This item is only used by the prime contractor to award subcontracts.

A2.3.9. Item 8. This item is used only when contract performance is in a different location than identified in item 6. If the contractor is a visitor group on a DoD installation, show where the on base performance will occur. NOTE: If the contract performance location is the same location as identified in Item 6a, put the following statement: "Same as Item 6a." Do not put "NA" in item 8a as your answer.

A2.3.10. Item 9. Enter a short, concise, unclassified title or explanation of the contract.

A2.3.11. Item 10. Mark each item either "yes" or "no." (See paragraphs A2.3.12. through A2.3.21. for further explanation.)

A2.3.12. Item 10a. If the contractor does not require access to COMSEC information, mark this item "no." Mark the item "yes" if:

A2.3.12.1. Accountable COMSEC information is required for contract performance. This includes hard copy or electronic storage or transmittal of COMSEC material.

A2.3.12.2. The contract involves computer system operations; for example, operation of a wing network control center (NCC) where cryptographic equipment is installed and the associated COMSEC material is controlled and accounted for by the contractor. NOTE: For contracted NCC operations on AFSPC installations, the local communications squadron will inspect the contractor. In this case, check items 10f and 15 "yes" and state the following in item 15: "XXX Communications Squadron inspects contracted NCC operations. AFSPC COMSEC Manager will biennially assess the contractor when the squadron is required to control and account for COMSEC material/equipment."

A2.3.13. Items 10b, 10c, and 10d. These items apply to information covered by the Atomic Energy Act of 1954. Although this is not DoD information, special markings and briefings are required. If the contract does not cover nuclear weapons or nuclear weapons design information, mark these items "no." If this information is required, mark appropriate items "yes."

A2.3.14. Item 10e(1). If this item is marked "yes," contact the local SSO for the information required in item 14. Coordinate the form with the SSO before coordinating with the ISPM. Also mark items 14 and 15 "yes." Identify security requirements for SCI in item 14 or by attachment to the form (for example,

Attachment 1, SCI Security Requirements). In item 15, identify the SSO as the activity conducting inspections. Ensure instructions for SCI include total number of the SCI billets required and the contract monitor's name, title, organization, telephone number, and signature. Also provide the contract expiration date.

A2.3.15. Item 10e(2). Mark this item "yes" if access is required to non-SCI intelligence information. Check item 14 "yes" and provide security guidance or identify the attachment to the DD Form 254 that lists non-SCI intelligence security requirements (for example, Attachment 2, Non-SCI Intelligence Security Requirements).

A2.3.16. Item 10f. A "yes" marked in this item requires explanation in item 14. For example, list the special access security directive that outlines security requirements for the special access program. If DSS is "carved out of" inspection responsibilities, list elements or areas DSS is carved out of and the activity responsible for the inspection. This also includes COMSEC.

A2.3.17. Item 10g. Mark this item "yes" if access to NATO classified information is required. In item 13, list the level of access required and, if possible, state the documents or information required.

A2.3.18. Item 10h. Mark this item "yes" if access is required to foreign government classified information. In Item 13, list the level of access required for foreign government information and, if possible, foreign government documents required for contract performance.

A2.3.19. Item 10i. This item will always be answered "no" because limited dissemination information is no longer an approved DoD program.

A2.3.20. Item 10j. If this item is marked "yes," provide the contractor specific guidance in item 13 or identify the attachment to the DD Form 254 that provides for official use only (FOUO) guidance (for example, Attachment 3, FOUO Guidelines).

A2.3.21. Item 10k. If there is contract performance on base, place the following statement in this item: "Notification of Government Security Activity is required by the Federal Acquisition Regulation (FAR), 52.204-2."

A2.3.22. Item 11. Mark each item either "yes" or "no." **NOTE:** In the first three items, only one may be marked "yes;" the others must be marked "no."

A2.3.23. Item 11a. Note the word "only" in this item. This means there will be no access to classified information at the contractor's facility. The contractor will not be required to have any safeguarding capability in item 1b. If item 11a is marked "yes," items 11b, 11c, 11d, and 11k will be marked "no." Mark the remaining items "yes" or "no" as required.

A2.3.24. Item 11b. This item means the contractor will receive, but not generate, classified information. If item 11b is checked "yes," mark items 11a and 11c "no."

A2.3.25. Item 11c. This item means the contractor will receive and generate classified material and will receive security classification guidance for performance of the contract. If the "yes" item is marked, security classification guidance must be provided to the contractor in item 13, as an attachment to DD Form 254, or under separate cover. If item 11c is marked "yes," mark items 11a and 11b "no."

A2.3.26. Item 11d. If this item is marked "yes," indicate in item 14 (or item 13 if item 14 is filled) any secure open storage areas required. If hardware is involved, indicate how much, its size, and the point at which it becomes classified.

A2.3.27. Item 11e. If this item is marked "yes," see Industrial Security regulation, DoD 5220.22-R for statements required in Item 13.

A2.3.28. Item 11f. If the contractor performs outside the CONUS, in Item 13 list the city and country where the contractor will perform services. In item 15, list the ISPMs responsible for contractor inspections.

A2.3.29. Item 11g. A "yes" marked in this item authorizes the contractor to use the services of the Defense Technical Information Center (DTIC). Contractors performing service-type contracts normally don't need DTIC access.

A2.3.30. Item 11h. Mark this item "yes" if the contractor is responsible for managing a COMSEC account. Mark this item "no" if the contractor will require access to COMSEC material through an Air Force COMSEC account.

A2.3.31. Item 11i. When this item is marked "yes," the contractor will perform classified computer processing. This item does not apply to a maintenance service contract where the contractor is not in control of the computer system classified operation or where the contractor provides operators, etc., for a service contract. When this item is checked "yes," Chapter 8 of DoD 5220.22-M applies. (NOTE: For Air Force contractor visitor groups, refer to Computer Security, AFI 33-202 for specific guidance.) If the requirement to perform classified AIS processing is on an AETC installation, extract specific requirements from AFI 33-202 and enter them in item 13. When the item is checked "yes," EMSEC requirements must be considered. Coordinate the DD Form 254 with the chief of the IA Office to obtain current EMSEC guidelines to be listed in item 13.

A2.3.32. Item 11j. When this item is marked "yes," put an explanation in item 13, indicating where in the security portion of the contract document the data item description is listed for contractor performance of operations security (OPSEC).

A2.3.33. Item 11k. Mark this item "yes" if the contractor is authorized to use the Defense Courier Service.

A2.3.34. Item 11l. Use this item to add additional information not covered elsewhere in item 11.

A2.3.35. Item 12. Normally, put an "X" in the "Through" block and specify HQ AFSPC/PAN on HQ AFSPC-generated DD Forms 254 or specify the local PA on DD Forms 254 created at AETC installations. For special access, SCI, and other intelligence information, do not list HQ AFSPC/PAN or the local PA. Instead, work with the local ISPM and the program manager or project manager to determine who, if anyone, should be listed in Item 12 or if the comment "No Release Authorized" should be used.

A2.3.36. Item 13. This is the most important part of the DD Form 254. When completing this item, be sure to consider all the information below:

A2.3.36.1. Put yourself in the contractor's place and try to determine what guidance will be needed to properly protect the classified information to be furnished or generated under the contract. Following are some of the questions to consider when preparing guidance for a contract:

A2.3.36.1.1. What classified information will the contractor need to perform this contract?

A2.3.36.1.2. What guidance will the contractor need to protect the classified information?

A2.3.36.1.3. Is there more than one classification guide that will provide guidance to the contractor?

A2.3.36.1.4. Will classified hardware be furnished to or generated by the contractor?

A2.3.36.1.5. What information makes the hardware classified? Will the hardware being generated require classification? At what stage in its production does the hardware become classified?

A2.3.36.1.6. What unique characteristics are involved that need protection? Are there design features that require protection? What technical information requires protection? What breakthroughs would be significant if achieved in a research and development (R&D) effort? Are there some performance limitations that require protection?

A2.3.36.2. Use this item to identify applicable guides; provide narrative guidance that identifies the specific types of information to be classified; provide appropriate downgrading or declassification instructions; provide any special instructions, explanations, comments, or statements required for information; and/or clarify any other items identified on the DD Form 254. Each contract is unique in its performance requirements. Do not try to follow a format or provide all the guidance in this item. Give reasons for the classification. Write the guidance in plain English. Use additional pages as necessary to expand or explain the guidance.

A2.3.36.3. DD Form 254, with its attachments and incorporated references, is the only authorized means of providing security classification guidance to a contractor. It should be as specific as possible and should only include information that pertains to the contract for which it is issued. If the package contains references to internal directives and instructions, provide the contractor with the documents. Provide the contractor with any and all documents referenced or cited in this item, either as attachments or forwarded under separate cover if classified. The requirements of DoD 5220.22-M or its supplements should not be extracted and included in a DD Form 254. The DoD 5220.22-M provides safeguarding requirements and procedures for classified information, not security classification guidance. (NOTE: For Air Force contractor visitor groups, refer to DoD 5200.1-R, Information Security Program and AFI 31-401, Information Security Program Management for safeguarding requirements.) Security classification guidance provides detailed information about what information requires classification, the level of classification to assign, and the downgrading or declassification instructions that apply to the information or material generated in the performance of the contract.

A2.3.36.4. It is difficult to prepare security classification guidance that covers all of the performance requirements of a classified contract. It is even more difficult to prepare guidance that can be understood and implemented by the contractor. If at all possible, encourage the contractor to help prepare guidance and provide comments and/or recommendations for changes in the guidance that has been provided. Only through effective communication with the contractor can you achieve understandable guidance and ensure the proper classification and protection of the information generated in the performance of the contract.

A2.3.36.5. Annotate the name, grade, organization, and signature of all coordinating and review officials in this item.

A2.3.37. Item 14. Mark this item "yes" any time security requirements are imposed on a contractor that are in addition to the DoD 5220.22-M or its supplements. (NOTE: Air Force contractor visitor groups will comply with DoD 5200.1-R and AFI 31-401.) If this item is marked "yes," it requires incorporation of the additional requirements in the contract document. If the contractor will be a visitor group on an AFSPC installation, mark this item "yes" and enter the following statement: "A visitor group security agreement (VGSA) will be executed between the installation commander and the contractor."

A2.3.38. Item 15. Mark this item "yes" any time the cognizant security office (known as DSS) is relieved of inspection responsibility for all or part of the contract. If DSS is relieved of inspection responsibility,

list all or portions of the program DSS is relieved of and the name of the activity tasked with inspection responsibilities. Also see item 10f.

A2.3.39. Item 16. Enter the name, title, telephone number, address, and signature of the project or program manager responsible for certifying that the security requirements are complete and adequate. This person will also answer questions that arise on DD Form 254.

A2.3.40. Item 17. As a contractual document, DD Form 254 is distributed with the contract to all marked addresses. Ensure all base ISPMs and MAJCOM information security divisions are listed when the contract performance is on a DoD installation. If necessary, use an attachment to DD Form 254 to list the addresses. If the contract involves the NCC or the control and accounting of COMSEC material or equipment, include the chief of the IA office. If the contract involves SCI information, include the SSO with security inspection responsibilities. If the contract involves SCI information and requires SCI billets, include the user agency SSO, the parent MAJCOM, and the Air Force Central Adjudication Facility, 229 Brookley Ave, Bolling AFB, Washington D. C. 20332-7040.

ATTACHMENT 3 (ADDED)**INSTRUCTIONS FOR COMPLETING A TASK ORDER DD FORM 254**

A3.1. General. A program manager or project manager may be required to generate a task order DD Form 254 or revisions. There are a few minor differences between a basic DD Form 254 and a task order DD Form 254. A basic contract DD Form 254 is created to list basic security requirements for classified information. If specific tasks arise, then a separate task order DD Form 254 is created to provide specific guidance for the task, as follows:

A3.1.1. Item 2a. Write the contract number and annotate a locally created task order number (for example, contract number ____, task order #1).

A3.1.2. Item 13. Insert the following statement: "This task order requires the following security classification guide which differs from the basic guidance. The specific classification guidance or security classification guide and date of classification guide will be used to include all revisions and changes thereto." NOTE: Identify the specific security classification guidance or security classification guide, title, and date.

A3.1.3. Item 15. The task order may require portions of the contract be performed on a DoD installation. Ensure the following statement is in item 15 of the basic DD Form 254 as well as the specific task order DD Form 254: "Work performance will take place at (installation). The DSS is relieved of industrial security inspection responsibility at (installation). The ISPM provides oversight of the on base contractor."

ATTACHMENT 4 (ADDED)

SAMPLE WAIVER OF PRE-APPOINTMENT INVESTIGATIVE REQUIREMENTS

DEPARTMENT OF THE AIR FORCE

AIR FORCE UNIT HEADING

MEMORANDUM FOR (Servicing Civilian Personnel Flight)

FROM: Unit of Assignment Full Address

SUBJECT: Waiver of Preappointment Investigative Requirements

In accordance with AFI 31-501, paragraph 3.1, I have waived the investigative requirements and give authority to fill a critical sensitive (or noncritical sensitive) position prior to completion of the personnel security investigation. (Name of individual, SSAN) has been selected for the position of (fill in), grade, and office symbol.

Appointment prior to completion of the investigation is necessary to accomplish (fill in) function in support of national security.

Temporary changes will be made in duties or work situation to preclude the person from access to classified material or information before completion of the required investigation.

Commander's Signature Block

MICHAEL W. HAZEN, Col, USAF
Director of Security Forces