DEPARTMENT DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION

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

1. CLEARANCE AND SAFEGUARDING

a. FACILITY CLEARANCE REQUIRED
SECRET

b. LEVEL OF SAFEGUARDING REQUIRED
SECRET

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

	a. PRIME CONTRACT NUMBER		
	b. SUBCONTRACT NUMBER		
X	c. SOLICITATION OR OTHER NO.	Due Date (YYMMDD)	

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

X	a. ORIGINAL (Complete date in all cases)	Date (YYMMDD) 980610
	b. REVISED (Supersedes all previous specs) — Revision No.	Date (YYMMDD)
	c. FINAL (Complete Item 5 in all cases)	Date (YYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? ☐ YES ☒ NO. If Yes, complete the following:

Classified material received or generated under (Preceding Contract Number) is transferred to this follow-on contract.

5. IS THIS A FINAL DD FORM 254? ☐ YES ☒ NO. If Yes, complete the following:

In response to the contractor's request dated , retention of the identified 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 (Name, Address, Zip)
THIS DD FORM 254 IS FOR BIDDING PURPOSES ONLY. A PRIME CONTRACT DD FORM 254 WILL BE PROVIDED UPON CONTRACT AWARD.		

7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, Zip)

8. ACTUAL PERFORMANCE

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, Zip)

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

NAVY TACTICAL COMMAND SYSTEM-AFLOAT (NTCS-A) AND SHIPBOARD NON-TACTICAL ADP PROGRAM (SNAP) III TECHNICAL SUPPORT SERVICES.

10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	X		a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		X
b. RESTRICTED DATA		X	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	X	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		X	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		X
d. FORMERLY RESTRICTED DATA		X	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		X
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY	X	
(1) Sensitive Compartmented Information (SCI)		X	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	X	
(2) Non-SCI		X	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		X
f. SPECIAL ACCESS INFORMATION		X	h. REQUIRE A COMSEC ACCOUNT		X
g. NATO INFORMATION		X	i. HAVE TEMPEST REQUIREMENTS	X	
h. FOREIGN GOVERNMENT INFORMATION		X	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		X
i. LIMITED DISSEMINATION INFORMATION		X	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		X
j. FOR OFFICIAL USE ONLY INFORMATION	X		l. OTHER (Specify)		
k. OTHER (Specify) PR NO.: N66001-8149-6456					

PR NO.: N66001-8149-6456 CONTRACT NUMBER: N6600

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

☐ DIRECT ☒ THROUGH (Specify):

COMMANDING OFFICER, SPACE AND NAVAL WARFARE SYSTEMS CENTER D003, 53560 HULL STREET, SAN DIEGO CA 92152-5001

RELEASE OF COMSEC INFORMATION IS NOT AUTHORIZED.

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

13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

ACCESS REQUIREMENTS:

10.A FURTHER DISCLOSURE, TO INCLUDE SUBCONTRACTING, OF COMSEC INFORMATION BY A CONTRACTOR REQUIRES PRIOR APPROVAL OF SPAWAR SYSTEMS CENTER SAN DIEGO. ACCESS TO ANY COMSEC INFORMATION REQUIRES SPECIAL BRIEFINGS AT THE CONTRACTOR FACILITY. ACCESS TO CLASSIFIED COMSEC INFORMATION REQUIRES A FINAL U.S. GOVERNMENT CLEARANCE AT THE APPROPRIATE LEVEL. ALL ACCESS TO COMSEC INFORMATION WILL BE AT GOVERNMENT LOCATIONS.

11.B ANY CLASSIFIED INFORMATION GENERATED IN PERFORMANCE OF THIS CONTRACT SHALL BE MARKED ACCORDING TO E.O. 12958.

11.E THIS CONTRACT IS FOR EQUIPMENT INSTALLATION, MAINTENANCE, AND MAINTENANCE SERVICES ON EQUIPMENTS WHICH PROCESS CLASSIFIED INFORMATION. ACTION KNOWLEDGE OF, GENERATION, OR PRODUCTION OF CLASSIFIED INFORMATION IS NOT REQUIRED FOR PERFORMANCE OF THE CONTRACT. CLEARED PERSONNEL ARE REQUIRED TO PERFORM THIS SERVICE BECAUSE ACCESS TO CLASSIFIED INFORMATION CAN NOT BE PRECLUDED BY ESCORTING PERSONNEL. ANY CLASSIFICATION GUIDANCE NEEDED WILL BE PROVIDED BY SPAWAR SYSTEMS CENTER SAN DIEGO.

11.F ACCESS TO CLASSIFIED U.S. GOVERNMENT INFORMATION MAY BE REQUIRED AT THE FOLLOWING OVERSEAS LOCATIONS: SPECIFIC OVERSEAS LOCATIONS WILL BE IDENTIFIED BY COMMAND, CITY, AND COUNTRY, ON THE DELIVERY ORDER STATEMENTS OF WORK.

All REQUESTS FOR INFORMATION SHOULD BE DIRECTED TO THE CONTRACTING OFFICER, CODE D212, TELEPHONE (619) 553-4478.

COPIES OF ALL SUBCONTRACT DD FORM 254'S MUST BE PROVIDED TO THE DISTRIBUTION LISTED IN BLOCK 17.

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

SPECIFIC ON-SITE SECURITY REQUIREMENTS ARE ATTACHED.
FOR OFFICIAL USE ONLY (FOUO) INFORMATION IS ATTACHED.
CONTRACTOR TEMPEST QUESTIONNAIRE WILL BE PROVIDED UPON CONTRACT AWARD.

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. ☐ YES ☒ NO
(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL	b. TITLE	c. TELEPHONE (Include Area Code)
PATTI@SPAWAR.NAVY.MIL P. A. TALLEY	CONTRACTING OFFICER'S SECURITY REPRESENTATIVE (COSR)	(619) 553-3195

d. ADDRESS (Include Zip Code)
COMMANDING OFFICER
SPACE AND NAVAL WARFARE SYSTEMS CENTER D0353
53560 HULL ST.
SAN DIEGO, CA 92152-5001

e. SIGNATURE
980909 P A Talley

17. REQUIRED DISTRIBUTION

☒ a. CONTRACTOR
☐ b. SUBCONTRACTOR
☒ c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
☐ d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
☒ e. ADMINISTRATIVE CONTRACTING OFFICER D212
☒ f. OTHERS AS NECESSARY D0353, D645

SPECIFIC ON-SITE SECURITY REQUIREMENTS

I. GENERAL.

a. Contractor Performance. In performance of this Contract the following security services and procedures are incorporated as an attachment to the DD Form 254. The Contractor will conform with the requirements of DoD 5220.22-M, Department of Defense National Industrial Security Program, Operating Manual (NISPOM). When visiting SPAWAR Systems Center at either the Point Loma Campus (PLC) or Old Town Campus (OTC) the Contractor will comply with SPAWAR Systems Center's security directives regarding the protection of classified and sensitive unclassified information, NOSCINST 5500.1 (series) and NOSCINST 5720.2 (series). A copy of these directives will be provided upon receipt of a written request from the Contractor's Facility Security Officer (FSO) to the SPAWAR Systems Center's Contracting Officer's Security Representative (COSR), Code D0353. If the Contractor establishes a cleared facility or Defense Security Service (DSS) approved off-site location at SPAWAR Systems Center, the security provisions of the NISPOM will be followed within this cleared facility.

b. Security Supervision. SPAWAR Systems Center will exercise security supervision over all contractors visiting SPAWAR Systems Center and will provide security support to the Contractor as noted below. The Contractor will identify, in writing to the COSR, an on-site Point of Contact to interface with the COSR.

II. HANDLING CLASSIFIED MATERIAL OR INFORMATION.

a. Control and Safeguarding. Contractor personnel located at SPAWAR Systems Center are responsible for the control and safeguarding of all classified material in their possession. All contractor personnel will be briefed by their FSO on their individual responsibilities to safeguard classified material. In addition, all contractor personnel are invited to attend SPAWAR Systems Center conducted Security Briefings, available at this time by appointment only. In the event of possible or actual loss or compromise of classified material, the on-site Contractor at the PLC will immediately report the incident to SPAWAR Systems Center's Code D0353 as well as the Contractor's FSO. An on-site Contractor, whose primary location is OTC, will make their report to Code D0355 as well as the Contractor's FSO. Either a Code D0353, or Code D0355, representative will investigate the circumstances, determine culpability where possible and report results of the inquiry to the FSO and the Cognizant Field Office of the DSS. On-site contractor personnel will promptly correct any deficient security conditions identified by the SPAWAR Systems Center representative.

b. Storage.

1. Classified material may be stored in containers authorized by SPAWAR Systems Center's PLC Physical Security Group, Code D0354, or OTC Code D0355 for the storage of that level of classified material. Classified material may also be stored in Contractor owned containers brought on board SPAWAR Systems Center PLC with Code D0354's written permission. Containers to be located at our OTC will request Code D0355's written permission. Areas located within cleared contractor facilities at SPAWAR Systems Center will be approved by DSS.

2. The use of Open Storage areas must be pre-approved in writing by Code D0353 for PLC, or Code D0355 for OTC, for the open storage, or processing, of classified material prior to use of that area for open storage. Specific supplemental security controls for open storage areas, when required, will be provided by SPAWAR Systems Center, Code D0353 for PLC or Code D0355 for the OTC.

c. Transmission of Classified Material.

1. All classified material transmitted by mail for use by long term visitors will be addressed to COMMANDING OFFICER, SPAWAR SYSTEMS CENTER, 53560 HULL ST, SAN DIEGO CA 92152-5001. The inner envelope will be addressed to the attention of the Contracting Officer's Representative (COR) or applicable Technical Representative (TR) for this contract, to include their Code number.

2. All SECRET material hand carried to SPAWAR Systems Center PLC by contractor personnel must be delivered to the Classified Material Control Center (CMCC), Code D0351, for processing.

3. All CONFIDENTIAL material hand carried to SPAWAR Systems Center by contractor personnel must be delivered to the Mail Distribution Center, Code D0331, for processing. This applies to either the OTC or PLC sites.

4. All SPAWAR Systems Center classified material transmitted by contractor personnel from the SPAWAR Systems Center will be sent via the SPAWAR Systems Center COR or TR for this contract.

5. The sole exception to the above are items categorized as a Data Deliverable. All contract Data Deliverables will be addressed to COMMANDING OFFICER, ATTN RECEIVING OFFICER CODE D02222, SPAWAR Systems Center, 53605 HULL ST, SAN DIEGO, CA 92152-5410.

III. INFORMATION SYSTEMS (IS) Security. Contractors using ISs, networks or computer resources to process classified, sensitive unclassified and/or unclassified information will comply with the provisions of SECNAVINST 5239.2 (series) and local policies and procedures. Contractor personnel must ensure that systems they use at SPAWAR Systems Center have been granted a formal letter of approval to operate by contacting their Information System Security Officer (ISSO).

IV. VISITOR CONTROL PROCEDURES.

a. Contractor personnel assigned to SPAWAR Systems Center will be considered long term visitors for the purpose of this contract.

b. Submission of valid Visit Authorization Letter (VAL) for classified access to SPAWAR Systems Center is the responsibility of the Contractor's Security Office. All VAL's will be prepared in accordance with the NISPOM. They will be sent to either COMMANDING OFFICER, ATTN CODE D03541, SPAWAR SYSTEMS CENTER, 49275 ELECTRON DRIVE, SAN DIEGO, CA 92152-5435 for the PLC, or COMMANDING OFFICER, VISITOR CONTROL OTC, SPAWAR SYSTEMS CENTER, 53560 HULL STREET, SAN DIEGO, CA 92152-5001 for OTC. Visit requests may be sent via facsimile to the PLC at (619) 553-6169, and verified on 553-3203 or the OTC at (619) 524-2745, and verified on 524-2751 or 524-3124. Visit requests may be submitted for the length of the basic contract or option period.

c. Visit requests for long term visitors must be received at least one week prior to the expected arrival of the visitor to ensure necessary processing of the request.

d. Code D03541 for PLC or OTC, will issue temporary identification badges to Contractor personnel following receipt of a valid VAL from the Contractor's FSO. The responsible SPAWAR Systems Center COR will request issuance of picture badges to contractor personnel. The COR may, at their discretion, request that picture badges be issued for the length of the basic contract or option period. Identification badges are the property of the U.S. Government and will be worn and used for official business only. Unauthorized use of an SPAWAR Systems Center badge will be reported to the DSS. Identification badges must be worn in plain sight at all times on board SPAWAR Systems Center.

e. Prior to the termination of a Contractor employee with an SPAWAR Systems Center badge or active VAL on file the FSO must:

1. Notify in writing Code D03541 for PLC, Code D0355 for OTC, the COR, the COSR and the laboratory managers of any laboratories into which the employee had been granted unescorted access of the termination and effective date. In emergency situations, a facsimile may be sent or a telephone notification may be used. The telephone notification, however, must be followed up in writing within five working days.

2. Confiscate any SPAWAR Systems Center identification badge and vehicle decal and return them to either Code D03541, or Code D0355, no later than 5 working days after the effective date of the termination.

V. INSPECTIONS. Code D0353 personnel will conduct periodic inspections of the security practices of the on-site Contractor personnel in accordance with Chapter 2, Exhibit 2D, of OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation. All contractor personnel will cooperate with Code D0353 representatives during these inspections. A report of the inspection will be forwarded to the Contractor's employing facility and COR. The Contractor must be responsive to the Code D0353 representative's findings.

VI. REPORTS. As required by the NISPOM, Chapter 1, Section 3, contractors are required to report certain events that have an impact on the status of the facility clearance (FCL), the status of an employee's personnel clearance (PCL), the proper safeguarding of classified information, or an indication classified information has been lost or compromised. The Contractor will

ensure that certain information pertaining to assigned contractor personnel or operations is reported to the COSR, Code D0353. This reporting will include the following:

a. The denial, suspension or revocation of security clearance of any assigned personnel;

b. Any adverse information which would cast doubt on an assigned employee's continued suitability for continued access to classified access;

c. Any instance of loss or compromise, or suspected loss or compromise, of classified information;

d. Actual, probable or possible espionage, sabotage, or subversive information; or

e. Any other circumstances of a security nature that would effect the contractor's operation on board SPAWAR Systems Center.

VII. PHYSICAL SECURITY.

a. SPAWAR Systems Center will provide appropriate response to emergencies occurring onboard this Division. The Contractor will comply with all emergency rules and procedures established for SPAWAR Systems Center.

b. A roving Contract Security Guard patrol will be accomplished by SPAWAR Systems Center. Such coverage will consist of, but not be limited to, physical checks of the window or door access points, classified containers, and improperly secured documents or spaces. Specific questions or concerns should be addressed to either PLC Code D0354 or OTC Code D0355.

c. All personnel aboard SPAWAR Systems Center are subject to random inspections of their vehicles, personal items and of them selves. Consent to these inspections is considered to have been given when personnel accept either a badge or a vehicle pass/decal permitting entrance to this command.

VIII. COR RESPONSIBILITIES.

a. Requests for retention of classified information should be submitted to the COR or TR who will advise the contractor of disposition instructions and/or submit a Final DD Form 254 to the COSR.

b. Coordinates, in conjunction with the appropriate transportation element, a suitable method of shipment for classified material when required.

c. Certifies and approves Registration For Scientific and Technical Information Services requests (DD 1540) (DTIC).

d. Ensures that timely notice of contract award is given to host commands when contractor performance is required at other locations.

e. Certifies need-to-know when required.

IX. SPECIAL CONSIDERATIONS FOR ON-SITE CLEARED FACILITIES.

Any cleared contractor facility on board SPAWAR Systems Center will be used strictly for official business associated with this contract. No other work may be performed aboard this facility. Additional SPAWAR Systems Center contracts may be authorized to use this cleared facility, but only on a case-by-case basis. The COR, COSR and Contracting Officer must all be in agreement that this particular arrangement best suits the needs of the Government. At the end of this contract the on-site facility must be vacated, with proper written notification being submitted to the DSS and the COSR.

X. ITEMS PROHIBITED ABOARD SPAWAR Systems Center.

a. <u>Dangerous weapon, instrument or device</u> includes, but is not limited to, the following:

rifles, automatic rifles, machine guns, sub-machine guns, pistols, machine pistols, flare pistols, starter pistols, shotguns, compressed gas, air or spring fired pellet or "BB" guns, sling shorts, blow guns, or any other device which uses gun powder, compressed gas or air, or spring tension to forcefully eject a projective or other device which may injure someone;

daggers, switch blades, bow and arrows, sear guns, Hawaiian slings, power heads, fishing knives, scuba knives, or any unofficial knife with a blade longer than 2 1/2 inches;

martial arts devices (throwing stars, nunchakus), stun guns, tasers, brass knuckles, billy clubs, night sticks, pipe, bars, or mallets, or other similar devices capable of being used as a weapon;

poison, acids or caustic chemicals;

or any other item that may be used to inflict serious injury or death to another person or temporarily blind or disable an individual injury not specifically authorized by proper authority.

b. Explosive article or compound includes but is not limited to: ammunition for any of the small arms weapons mentioned as a dangerous weapon, including "blank" ammunition, gunpowder, molotov cocktails, pipe bombs, grenades, pyrotechnics, fireworks or any other compound or article which might violently react and cause injury not specifically authorized by proper authority.

c. As an exception to the list of dangerous weapons, the possession of defensive tear gas devices (e.g., pepper spray) aboard all naval installations in California is now permissible. However, unauthorized use of these devices other than for self-defense will be prosecuted as a violation of the Uniform Code of Military Justice or applicable laws.

XI. ESCORTING POLICY.

a. All personnel within SPAWAR Systems Center's fenced perimeters, with the exception of emergency personnel such as fire, ambulance, or hazardous material response personnel responding to an actual emergency, must wear an SPAWAR Systems Center issued badge. The words "Security" or "Safety" on selective Code D035 or D038 employee badges authorizes the bearer to escort unbadged emergency vehicles and operators and support personnel during emergencies. Only U.S. citizens and intending citizens (Former immigrant aliens) may be escorted under this policy. ALL FOREIGN NATIONAL VISITORS MUST BE PROCESSED THROUGH THE SPAWAR Systems Center FOREIGN DISCLOSURE OFFICE.

b. All permanently badged SPAWAR Systems Center and tenant command employees, as well as those contractors and other government employees (SPAWAR/NAVSEA) who have an "E" on their red and blue, respectively backgrounded permanent badges may escort those visitors requiring an escort-required badge. An "E" on the badge of a contractor employees DOES NOT PERMIT ESCORTING OF FOREIGN NATIONAL VISITORS.

FOR OFFICIAL USE ONLY (FOUO) INFORMATION

1. The For Official User Only (FOUO) marking is assigned to information at the time of its creation. It isn't authorized as a substitute for a security classification marking but is used on official government information that may be withheld from the public under exemptions 2 through 9 of the Freedom of Information Act.

2. Use of FOUO markings doesn't mean that the information can't be released to the public, only that it must be reviewed by SPAWAR Systems Center prior to its release to determine whether a significant and legitimate government purpose is served by withholding the information or portions of it.

3. An UNCLASSIFIED document containing FOUO information will be marked "For Official Use Only" at the bottom of the front cover (if any), on the first page, on each page containing FOUO information, on the back cover, and on the outside of the back cover (if any). No portion markings will be shown.

4. Within a classified document, an individual page that contains both FOUO and classified information will be marked at the top and bottom with the highest security classification of information appearing on the page. If an individual portion contains FOUO information but no classified information, the portion will be marked, "FOUO."

5. Any FOUO information released to you by SPAWAR Systems Center is required to be marked with the following statement prior to transfer:

THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FOIA. EXEMPTIONS _____ APPLY.

6. Removal of the FOUO marking can only be accomplished by the originator or other competent authority. DO NOT REMOVE ANY FOUO MARKING WITHOUT WRITTEN AUTHORIZATION FROM SPAWAR SYSTEMS CENTER OR THE AUTHOR. When the FOUO status is terminated you will be notified.

7. You may disseminate FOUO information to your employees and subcontractors who have a need for the information in connection with this contract.

8. During working hours FOUO information shall be placed in an out-of-sight location if the work area is accessible to persons who do not have a need for the information. During nonworking hours, the information shall be stored to preclude unauthorized access. Filing such material with other unclassified records in unlocked files or desks, is adequate when internal building security is provided during nonworking hours. When such internal security control is not exercised, locked buildings or rooms will provide adequate after-hours protection or the material can be stored in locked receptacles such as file cabinets, desks or bookcases.

9. FOUO information may be sent via first-class mail or parcel post. Bulky shipments may be sent by fourth-class mail.

10. When no longer needed, FOUO information may be disposed by tearing each copy into pieces to preclude reconstructing, and placing it in a regular trash container or in the uncontrolled burn.

11. Unauthorized disclosure of FOUO information doesn't constitute a security violation but the releasing agency should be informed of any unauthorized disclosure. The unauthorized disclosure of FOUO information protected by the Privacy Act may result in criminal sanctions.