



**THIS  
MONTH'S  
FOCUS**

**COMPLETING THE  
DD FORM 254**

**DID YOU KNOW?**

*Training on the DD254 is our Industrial Security Training Team's number one training request.*

 CDSE – Center for Development of Security Excellence

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 Center for Development of Security Excellence

**CDSE Pulse**

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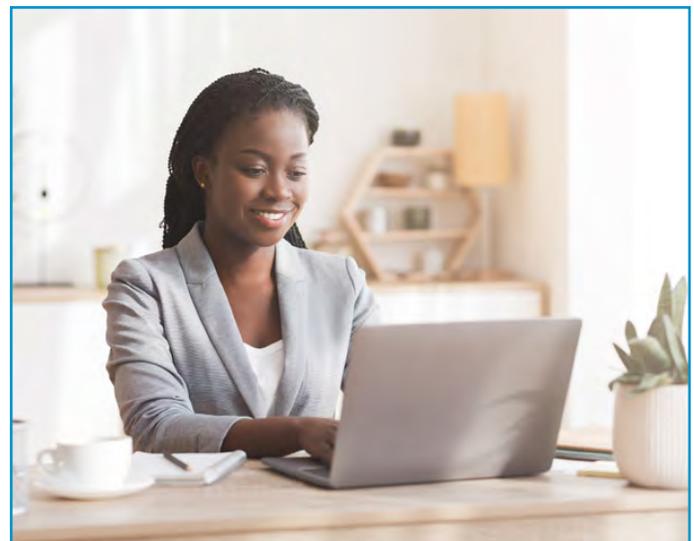
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**THE IMPORTANCE OF DD FORM 254**

The **DD Form 254**, DOD Contract Security Classification Specification, is a legal document that provides the security requirements and classification guidance necessary to perform for a specific classified contract. It also provides a contractor (or subcontractor) with the necessary handling procedures for classified material received and/or generated on a classified contract. DD Form 254 is a required form that many find complicated to fill out due to its expansive questions. This makes training to understand the requirements for and how to complete the form, the most requested product in CDSE's Industrial Security Training portfolio.



**What is the purpose of the DD Form 254?**

The DD Form 254 specifies the classification requirements for contracts awarded, to include classification level, safeguarding requirements, access requirements, and performance requirements.

It provides proper security guidance for the contract to eliminate misunderstandings pertaining to classified work and to prevent the possible compromise or loss of classified information. The Federal Acquisition Regulation (FAR) requires a DD Form 254 for each classified contract.

The 32 CFR Part 117 National Industrial Security Program Operating Manual (NISPOM) requires a DD Form 254 for all phases of contracting, including

bidding, negotiation, award, performance, and termination. Filling out the form properly is a crucial part of securing classified information. Therefore, CDSE's Industrial Security Team created training to explain it to security audiences.

**How do you fill out the DD Form 254?**

CDSE provides training such as courses, job aids, webinars, and other resources that break down the requirements of DD Form 254 into digestible pieces of information.

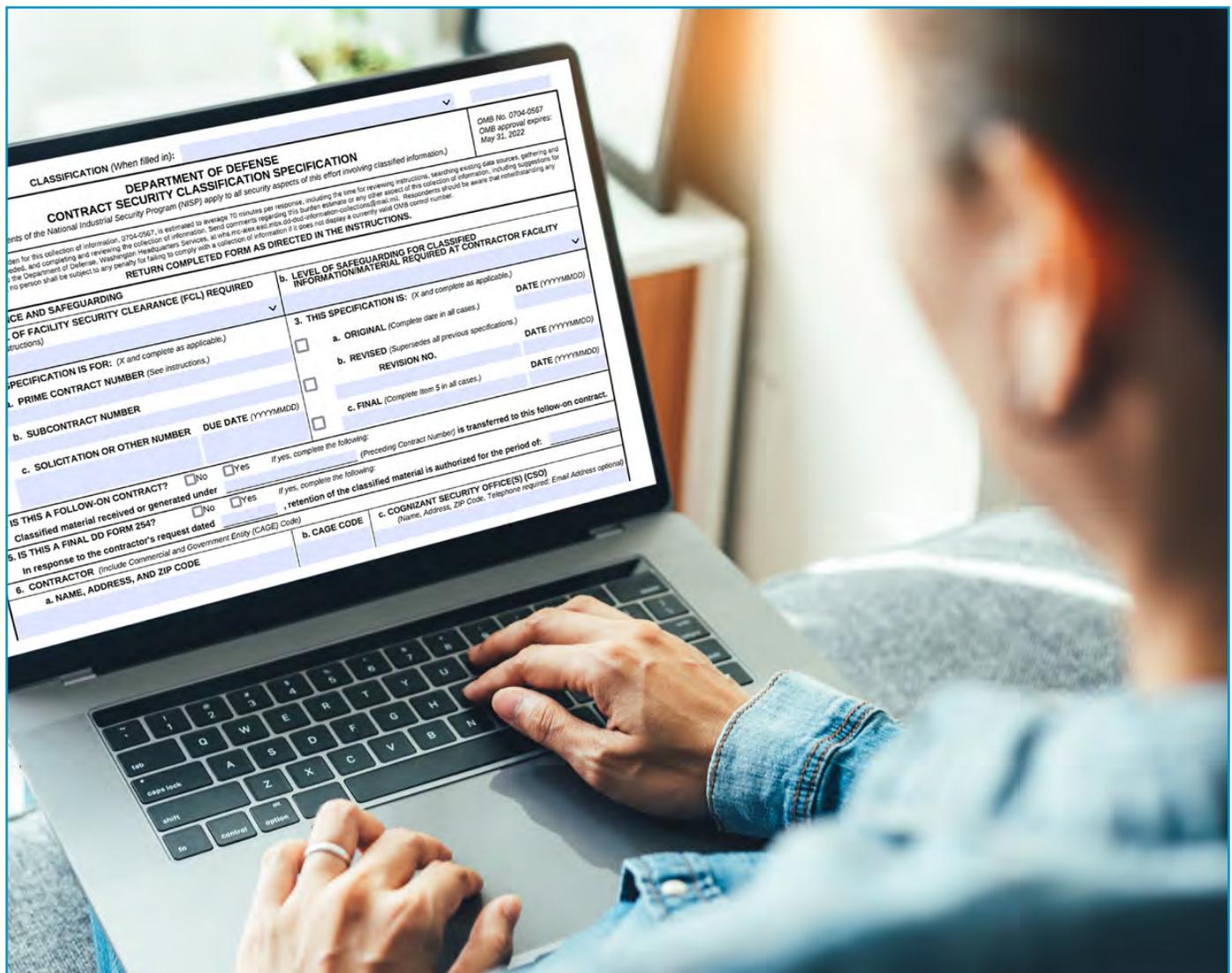


The “**Preparing the DD Form 254**” course gives a detailed, section-by-section explanation of the form. For example, section 11 asks, “In performing this contract, the contractor will,” and then gives thirteen options for contractor responsibilities. The course also tells you which options can and cannot be selected together.

The **DD254: What has Changed?** webinar is a good resource, designed to ensure uniform understanding and application of the form. In this webinar, each of the items contained on the form were discussed with emphasis on the new portions of the form, which were added in 2018. There is also the **Common Security-Related Contract Clauses for DD Form 254** job aid, which points the DD254 author back to the FAR clauses associated with each question.

As a companion to the DD Form 254, instructions have been created called **Instructions for Completing DD Form 254** which spell out the requirements for completing the form in detail. These instructions are available in the CDSE **FSO Toolkit**. For instance, “Item 13. Security Guidance” provides the specific security requirements for classified work performance. Each contract is unique in its performance requirements and Item 13 explains anything unclear, confusing, or particularly important.

The thoroughness required to complete DD Form 254 is part of the process of protecting classified information. A properly executed and managed DD Form 254 helps to ensure that classified information does not fall into the wrong hands.





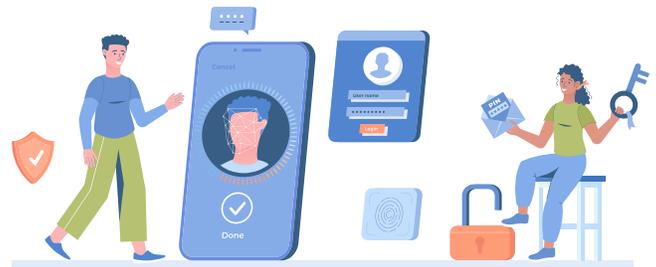
## NISP CONTRACT CLASSIFICATION SYSTEM (NCCS)

NCCS is the automated processing and central record for the DD Form 254. It is designed to deliver a centralized repository for the collection of classified contract security requirements and supporting data while automating the DD Form 254 processes and workflows across the enterprise.

DCSA assumed operational control and development responsibility for NCCS from the Defense Logistics Agency on October 1, 2021, and performed a soft launch on June 6, 2022. The new capability is hosted within DCSA's cloud environment and is intended to be more responsive to users' needs, provide increased flexibility in administering the DD Form 254, and provide increased oversight and accountability of security requirements within contracts. It also will:

- Provide increased oversight and visibility for stakeholders and users;
- Provide end-to-end capability for DD Form 254 processing;
- Enable the Department to clearly identify classified contract performers and subcontractors to support risk management initiatives by DCSA across the NISP; and
- Provide clear traceability of ~\$250M annual background investigations to government customers and programs

For more information on NCCS, up to date system rollout information, and available training, visit <https://www.dcsa.mil/is/nccs/>



## NEW SPeD CANDIDATE SYSTEM

As of June 24, the Security Professional Education Development (SPeD) Certification Program has migrated its candidate management system My SPeD Certification (MSC) from Pearson Credential Manager (PCM) to Clarus.

To access your MSC account, you are required to reset your password using the email address that is already associated with your MSC account.

To log in to the new system, visit <https://dcsa.useclarus.com/>



## CERTIFICATION FACTS

- Security Fundamentals Professional Certification (SFPC) and Physical Security Certification (PSC) are the gateway certifications into the SPeD Certification Program.
- As of May 2022, there are 4,101 active SFPC certifications and 1,510 active PSC certifications.
- SFPC has an all-time pass rate of 48% which is identical to the pass rate on a candidate's first attempt. SFPC candidates with more security experience do not have a higher first attempt pass rate.
- PSC has an all-time pass rate of 56% which is identical to the pass rate on candidate's first attempt. PSC candidates with more security experience have a higher first attempt pass rate.



## UPCOMING WEBINARS

DCSA invites you to join an unclassified webinar:

### **Mitigating Threats from State Actors on LinkedIn**

Thursday, July 21, 2022

1:00 – 2:30 p.m. ET

**Register** today.

CDSE invites you to join our upcoming webinars:

### **NBIS The Future of Personnel Vetting**

Thursday, August 18, 2022

1:00pm to 2:00 pm ET

### **Physical Security Posture: Security-In-Depth**

Wednesday, August 31, 2022

1:00 – 2:00 p.m. ET

### **Counter Insider Threat Resources for Your Organization**

Thursday, September 8, 2022

12:00 – 1:00 p.m. ET

### **Disinformation and Insider Threat**

Tuesday, September 13, 2022

12:00 – 1:00 p.m. ET

**Register** today for these events and join the discussion!

## UPCOMING SECURITY CONFERENCES

Save the dates for these two 2022 security conferences. Registration is not yet available but will be announced in future Pulse issues, the CDSE Flash, CDSE's social media and on the **CDSE Webinars and Conferences** webpage.

### **2022 Insider Threat Virtual Security Conference**

September 1, 2022

### **2022 Virtual DOD Security Conference (vDSC)**

October 12-13, 2022



## NATIONAL INSIDER THREAT AWARENESS MONTH

National Insider Threat Awareness Month (NITAM) is right around the corner! First held in 2019, NITAM is an annual, month-long campaign during September that brings together thousands of U.S. security professionals and policy makers from Government and industry, located in 25 countries around the globe, to educate Government and industry about the risks posed by insider threats and the role of insider threat programs. This year's theme is "Critical Thinking in Digital Spaces." For more information visit the NITAM **website**.



## INSIDER THREAT SENTRY APP

Have you downloaded the Insider Threat Sentry App? This mobile addition to CDSE's insider threat portfolio expands the availability of posters, videos, security awareness games, job aids, case studies, and more. The application is available for users from the Android and iOS app stores. The app provides direct access to relevant insider threat content in one easy-to-use place. Download it today!



## CDSE WINS LEARNINGELITE AWARD



In June, CDSE won a Bronze Award for Learning and Development from the Chief Learning Officer's LearningElite

program, honoring the best organizations for learning and development. For more than a decade, this robust, peer-reviewed ranking and benchmarking program recognizes those organizations that employ exemplary workforce development strategies that deliver significant business results. CDSE was recognized among major U.S. and international corporations and other U.S. Government agencies and Departments and was the highest ranking U.S. Government organization.

## REGISTER FOR FALL EDUCATION CLASSES



Registration is now open for the fall semester of CDSE

Education classes that run from August 22 to December 18, 2022. Classes fill quickly, so please register early to secure your spot in the fall semester.

CDSE Education program offers:

- Tuition Free & Flexible 100% virtual instructor led courses
- Five Security Education Certificate programs
- Highly qualified instructors
- Real-world practical assignments
- Virtual networking with professionals throughout the security community

You can learn more about the classes being offered and register for them by accessing the links located here:

<https://www.cdse.edu/Education/Courses/>

To register, log into STEPP via: [https://cdse.usalearning.gov/local/pwt\\_privacy\\_policy/view.php](https://cdse.usalearning.gov/local/pwt_privacy_policy/view.php)

If you have any questions, or need additional information, send inquiries to: [dcsa.cdseeducation@mail.mil](mailto:dcsa.cdseeducation@mail.mil)



### WHAT THE SECURITY COMMUNITY IS SAYING

#### Human Resource Management for DoD Security (ED506) Spring 2022

"Primary strength of the course is the way it is presented. Being able to work on-line at a self-paced (to some degree) allows me to continue working my 12-hour days at the work or while I am traveling to be able to maintain the ability to continue a course."

"This course has provided a better understanding of the mechanics of the HR system and the knowledge the issues in the system itself are across the system and not just in one part of the system."



## CDSE NEWS

CDSE offers an email subscriber news service to get the latest CDSE news, updates, and information. You may be receiving the Pulse through your subscription, but if you were forwarded this newsletter from another source and would like to subscribe to the Pulse or one of our other publications, visit our news page to sign up or update your account today - <https://www.cdse.edu/news/index.html>.

Insider Threat  
Bulletins

Flash

Quarterly  
Product Report