



COMDTINST 5520.13  
AUG 08 1998

COMMANDANT INSTRUCTION 5520.13

Subj: COAST GUARD INDUSTRIAL SECURITY PROGRAM

Ref: (a) NATIONAL INDUSTRIAL SECURITY PROGRAM, DOD 5220.22-(SERIES)

1. PURPOSE. To provide policy and guidance on the Coast Guard Industrial Security Program.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this instruction.
3. DISCUSSION.
  - a. Industrial Security is the security program which prescribes requirements, restrictions, and other safeguards that are necessary to prevent unauthorized disclosure of classified information and to control authorized disclosure of classified information released by U. S. Government Executive Branch Departments and Agencies to their contractors.
  - b. Executive Order (EO) 12829 established the National Industrial Security Program (NISP) in order to safeguard classified information released to contractors.
  - c. In order to carry out this program the President has directed the Secretary of Defense to issue and maintain a National Industrial Security Program Operating Manual (NISPOM). The Coast Guard (as a user agency) shall adhere to the procedures established in the NISPOM (reference (a)) when dealing with classified contracts.
  - d. Security Requirements. When a classified contract is awarded to a contractor, the Coast Guard shall incorporate a Security Requirements Clause and a DD 254,

- e. Contract Security Classification Specification in the contract. The Security Requirements Clause contractually binds the contractor to the NISPOM and the DD 254 provides classification guidance. Program, project or system managers are responsible for ensuring that these requirements are met.
  - f. Contract Security Classification Specification, (DD 254).
    - (1) The DD 254 is used to provide a contractor with the classification guidance and security requirements needed to perform a classified contract. Security classification guides, scope of classified work, or other written narrative security guidance, as appropriate, shall be provided via the DD 254.
    - (2) The DD 254 shall be reviewed by Commandant (G-WKS-5) for accuracy prior to issuing a solicitation or contract where classified work is involved.
    - (3) The DD 254 shall be reviewed by the originator for currency and accuracy at least biennially and changes provided to all holders on a timely basis. When no changes are made as a result of the biennial review, the originator shall notify all holders of the DD 254 in writing.
    - (4) Changes shall be in strict conformance with the provisions of the NISPOM and shall be provided to all holders of the DD 254 as soon as practicable after the need for the changes are identified.
  - g. Contracts which will require the contractors to have access to Sensitive Compartmented Information (SCI) must also be reviewed by the Office of Naval Intelligence (ONI). Program managers responsible for those contracts must coordinate the preparation and submission of the DD-254 with the U.S. Coast Guard Special Security Office (SSO) in the Intelligence Systems and Security Division (G-OCI-2). Once the DD-254 is reviewed by ONI, all contractor SCI clearances will be managed by G-OCI-2.
4. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to Commandant (G-WKS-5), U. S. Coast Guard Headquarters, Washington, DC 20593-0001.

5. FORMS AVAILABILITY. The Contract Security Classification Specification, (DD 254) is available on forms Plus Laser and Jetform Filler.

/s/ JOYCE M. JOHNSON  
Director of Health and Safety