

CERTIFICATION OF NEED-TO-KNOW FOR CLASSIFIED VISIT REQUEST

1. FROM CODE 1226.2	2. TO	3. DATE
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4. NAME (*Visitor*)

5. Ref: (a) NRL Security Manual (NRLINST 5510.40E)

Encl: (1) _____ ltr/msg of _____

In accordance with reference (a), your review is required to determine need-to-know of enclosure (1) for the proposed classified visit request. Please check the appropriate boxes below.

6. REQUEST APPROVED AND NEED-TO-KNOW CERTIFIED FOR PURPOSE STATED

Yes	No	
Check the appropriate classification level below:		
Confidential	Secret	Top Secret

7. VISIT PERIOD REQUESTED IS APPROVED BASED ON CONTRACT NUMBER OR RFP CITED (*Note: Visit period cannot exceed expiration date of contract or 4 months on pre-contract discussions.*)

Yes	No	
Our records indicate that the contract expires _____		

8. REQUEST APPROVED AND NEED-TO-KNOW CERTIFIED FOR MEETING STATED (*Note: Request is approved for duration of meeting only*)

Yes	No	
REQUEST APPROVED ON AN UNCLASSIFIED BASIS ONLY		
Yes	No	
REQUEST DISAPPROVED		
Yes, Explain _____		

9. PLEASE COMPLETE, SIGN, AND RETURN TO CODE 1226.2 FOR ACTION AND TRANSMITTAL TO CODE 1224 NO LATER THAN _____ FOR FINAL PROCESSING.

10. REMARKS

SIGNATURE (<i>Contracting Officer Representative or POC</i>)	DATE
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SIGNATURE (<i>Information Security Section</i>)	DATE
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DISCLOSURE INFORMATION

1. Responsibility for determining whether a person's official military or other governmental duties require that he/she possess or have access to classified information, and whether he/she is authorized to receive it, rests upon each individual who has possession, knowledge, or command control of the information involved, and not upon the prospective recipient.
2. Navy classified information may be disclosed to Department of Defense contractors only if the contractor has an active security clearance and need-to-know has been certified.
3. Classified material may be released to or transmitted to Department of Defense contractors only if the contractor's facility has been properly cleared by Defense Security Service and, additionally, has been approved by DSS for receipt and security storage of material to the level of that proposed for release.
4. For pre-contractual negotiations, the need-to-know shall be certified by the contracting officer's representative responsible for the release of classified procurement information.
5. For current government classified contracts, the need-to-know shall be certified by the contracting officer's representative within disclosure limits established by the Contract Security Classification Specification (DD254).
6. For the performance of a project or a long range scientific and technical planning program, the need-to-know and identification of specific material involved shall be certified by the designated representative of the responsible bureau, agency, or program office.