

Department of Commerce
Office of Security at NOAA

Information Security Refresher Briefing

Other Markings

- US Only (old NOFORN): do not release to foreign nationals
- ORCON: Originator controlled
- Restricted Data/Formerly Restricted Data
- This document is unclassified when classified attachments are removed.

Declassification

- Documents are marked for automatic declassification within ten years unless:
- The document is exempt from automatic declassification at 10 years under E.O. 12958. Additional reviews at 10 and 5 year intervals.
- All classified documents are declassified at 25 years (with a few exceptions). No document series at Commerce are exempt.

Accountability of Classified

- Required for Secret and Top Secret
- Use of form CD481 (will be switched to a computer database)
- Identify who, what, when, where, how.
- Annual inventory is required!



Accountability cont....

- Annual review must include:
 - review of classified holdings
 - determination of what classified is still needed
 - proper disposal of unneeded documents



Storage of Material

- Sensitive, FOUO, Privacy Act, proprietary information must be stored under one level of lock (desk, drawer, file cabinet).
- Classified information must be stored in a GSA approved security container (safe).
 - Note that each safe should have a SF700, SF702 and open/closed sign.

Combinations

- Security container must contain an accurate SF-700.
- Combinations are classified at the level of information in the safe.
- Should always be memorized; never write them down.
- Don't share with anyone who does not need to know it.

Combinations cont....

- Change your security container combination when:
 - the container is found open and unattended
 - someone who has the combination leaves
 - if you feel the combination has been compromised
 - when the security container is taken out of service

Control and Access

- You are responsible for protecting and controlling classified information.
- You must limit access to authorized persons by verifying:
 - Identification
 - Clearance
 - Need-to-Know



Transmission of Classified Information: Telephone/Fax

- Always use a STU III phone or fax
- Standard and cell phones are not secure
- Is there a secure phone in your office? If not, where is the nearest one?



Transmission of Classified Information: Double Wrapping

- Must be done to prepare for hand carry, courier, or US Postal
- Affords 2 layers of protection
- Protects against damage.
- Use opaque envelopes
- Don't forget a receipt
- Inner wrapping: full address.
- Return address
- Classification markings top/bottom and front/back
- Information and receipt placed inside

Security Clearance

- You are receiving a security refresher briefing because you hold a security clearance.
- Remember, a security clearance is not permanent; it expires when you leave your position.
- Your SF-312 Non-Disclosure Agreement is still in effect. It is a life long agreement between you and the U.S. Government.

Transmission of Classified cont....

- Outer Wrapping:
 - Full address of receiver
 - Full return address
 - NO CLASSIFICATION MARKINGS
 - Recommend that you put “If undeliverable, return to sender”

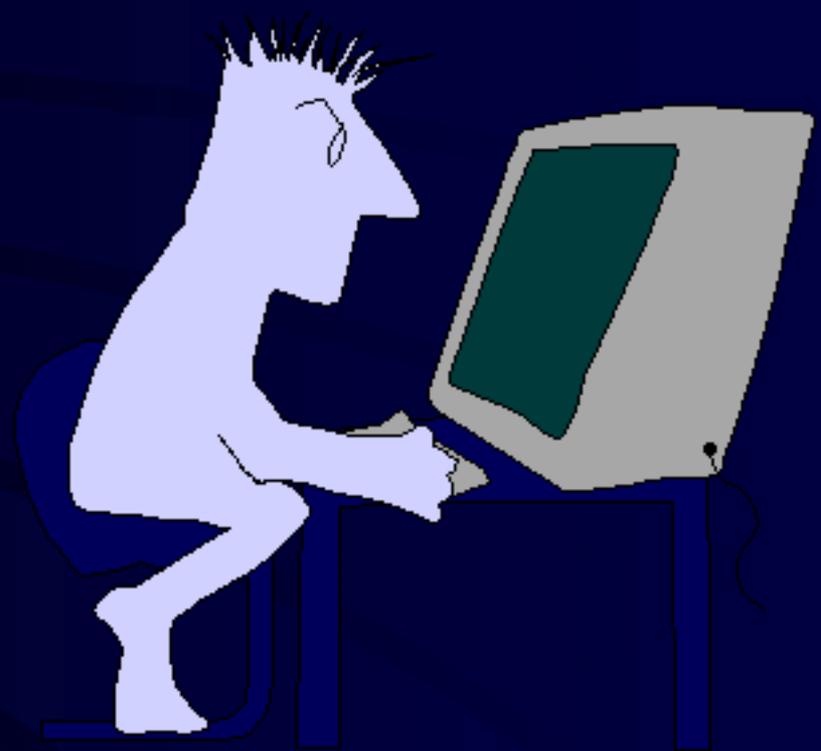
Transmission of Classified cont....

- To send Top Secret: call your security officer.
- Secret and Confidential
 - Hand-carry
 - Approved courier
 - US Postal Service
- Hand Carry: No overnight stay without proper storage
- No aircraft overseas
- Courier: check authorization
- US Postal:
 - Secret: Registered
 - Confidential: Certified, Express or First class

Computer Security

Do not process classified unless:

- You have contacted an Office of Security representative
- Your computer has a removable hard drive
- Is in a stand-alone configuration (no modem/network unless accredited)



Reproduction of Classified Information

- Various ways to reproduce classified information:
- Paper (photocopier)
- Electronically
- Other means (video and/or cassettes)
- Use approved equipment for that purpose
- Account for your copies!

Reproduction of Classified cont....

- **Approved photocopiers:**
 - Are in controlled environments
 - Do not have memories
 - Are sanitized after classified copies are made
 - Are serviced by cleared personnel or service personnel are monitored while repairs are made
- **Contact the Office of Security if your copier jams while working with classified**

Destruction of Classified and Sensitive Information

- **Classified material destruction**
 - Approved methods:
 - Burning (at an approved facility)
 - Shredding (using an approved cross cut shredder)
 - Use small classified waste “burn bags”
- **Other types (FOUO, Privacy Act, SBU, etc.):** SBU should be shredded using cross cut shredder. At a minimum tear up other types.

Overseas Travel



- Contact the Office of Security for a briefing before you go.
- Do not bring classified
- Limit sensitive information
- Notify U.S. Embassy of your visit

Reporting Requirements

- All employees must report contact with a foreign national who:
 - Requests classified information
 - Wants more information than they need to know
 - Acts suspiciously
 - Report incidents to your security officer immediately.

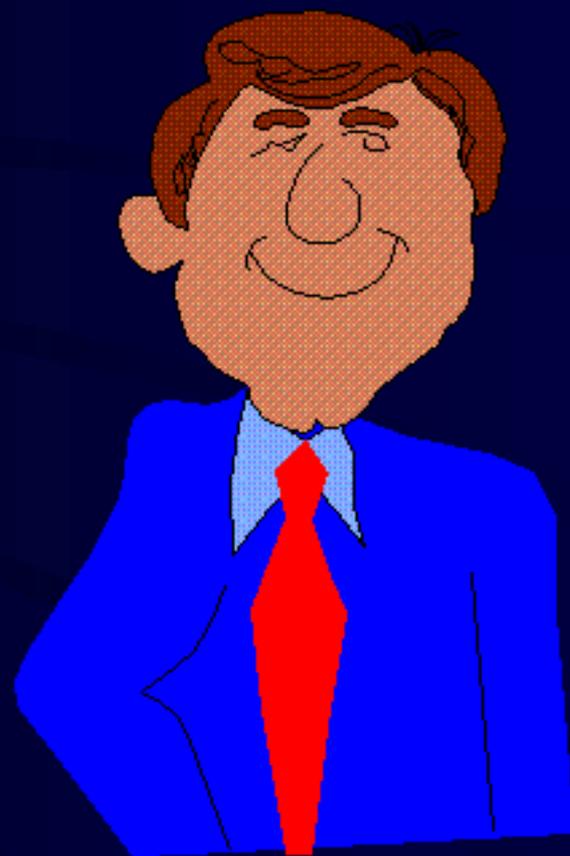
End of Day Checks

- All security containers
windows/doors
desk tops for classified
- Complete the SF701
“Activity Security
Checklist.” The office
manager is responsible
for implementing the
SF 701.



Your Security Officer

- Your security officer is there to help you!
- Report to the Office of Security:
 - Security violations
 - Loss or compromise of classified information
 - Security incidents or problems



Improper Disclosure: Penalties

- Performance Plan:
 - Performance Rating/Awards
 - Reprimands/Suspensions (Without Pay)
- Loss of monetary gains made from improper disclosure
- Loss of security clearance
- Termination of employment
- Criminal prosecution (prison/fines)

When You Depart NOAA

- If you are leaving the Department, you must:
 - Turn over all classified material to your cleared supervisor or replacement
 - Be debriefed by an Office of Security Representative
 - Turn in all keys, ID, and access cards



Finally....

- Who is responsible for security at NOAA?
- YOU ARE! Have a secure day!
Remember, SECURITY MATTERS!

The Threat

- Why must we protect classified information?
- Economic espionage is on the rise
- Intelligence needs are economic as well as military
- Present/former adversaries and our allies are conducting intelligence activities against us.

The Threat cont....

- Don't forget the insider!
- Counterintelligence is your responsibility.
- Report suspicious activities to the Office of Security immediately.



Marking Documents

- Title and/or subject should be marked
- Paragraphs and sub-paragraph must be marked
- Illustrations and pictures also
- Overall classification is determined by the highest portion marking
- Mark classification on top/bottom of every page.

Marking cont....

- The bottom of the document should have the following:

Classified by: Jack Smith, Director,
NOS/NOAA/DOC

Reason for Classification: 1.5 (d) E.O.
12958

Declassify on: 1 June 2007 or x1-8 (exempt)

Derivative Marking

- If derivatively classifying a document, the bottom right corner of the should have:

Derived by: Joe Burns, NWS/NOAA/DOC

Derived from: CIA Terrorism Report, 3/01

Declassify on: 3/1/11 (or x1-8)

Derivative Marking cont....

- When derivatively classifying a document using multiple sources, either list each source or list “multiple sources” and maintain a list of the sources on file copy.
- Always use the most stringent declassification date.
- If source is marked OADR, list “Source marked OADR” and list date of document.