

# Department of Commerce Office of Security

Initial Information Security  
Briefing

# The Threat cont....

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



# Classification of Information

- How does information become classified?
- **Original Classification:** An initial determination that information, in the interests of national security, needs protection.
- **Derivative Classification:** incorporating, paraphrasing, restating, or generating in new form, information that is already classified.

# National Security Information

- **Classified information must fall under one of the following categories:**
- **Military plans, weapons systems or operations**
- **Foreign government information**
- **Intelligence activities, sources or methods to include cryptology**

# **National Security Information cont...**

- **Foreign relations or activities of the U.S.**
- **Scientific, technological, or economic matters relating to national security**
- **Programs for safeguarding nuclear materials or facilities**
- **Vulnerabilities or capabilities of systems, installations, projects, or plans**

# Reasons to NOT classify information

- To conceal violation of law, inefficiency, or administrative error
- To prevent embarrassment to a person, organization, or agency
- To restrain competition
- To prevent or delay the release of information that does not require protection in the interests of national security.

# 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.

# Marking Documents

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

## **Marking cont....**

- **The bottom of the cover or title page of the document should have the following:**

**Classified by: Jack Smith, Director,  
OSY**

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

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

# Derivative Classification

- **When incorporating classified information, be sure to:**
- **Observe and respect original markings.**
- **Carry forward all classification markings.**
- **Carry forward declassification instructions (using the most stringent)**
- **List all sources**

# Derivative Marking

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

**Derived by: Joe Burns, DOC, OSY**

**Derived from: CIA Terrorism Report,  
3/01**

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

# Security Clearance

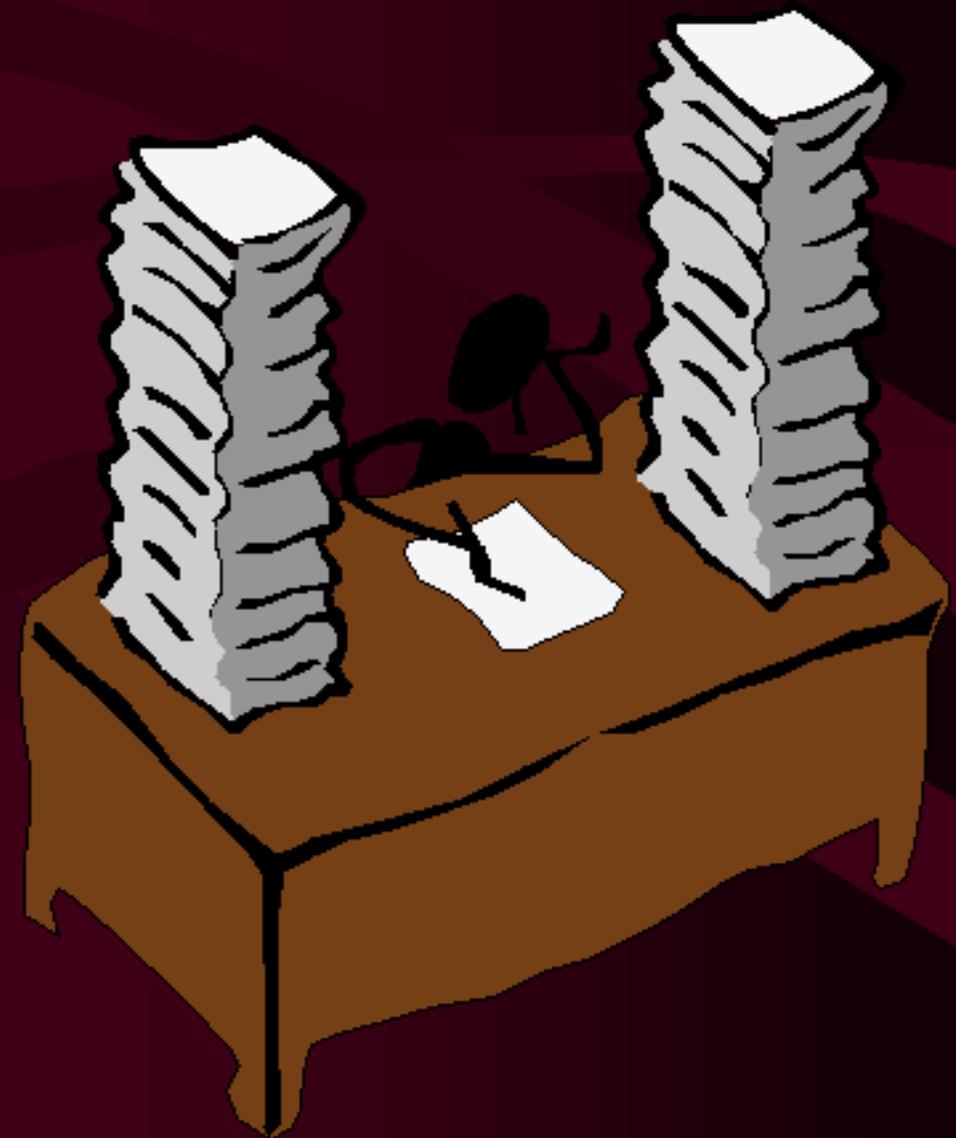
- A security clearance is a determination of trust, which makes you eligible for access to classified information.
- A security clearance is not permanent; it expires when you leave your position.

## **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.**

# Accountability of Classified

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



# 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 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 combination when:**
- **the security 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



# LEAKS

- **Most leaks result from:**
- **Casual conversations**
  - Don't discuss classified outside the office!
- **Open Sources**
  - Publication does not infer declassification!



# Transmission: 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: 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

# Transmission cont....

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

# **Requirements for holding a security clearance**

- **Attend a briefing designed to teach you proper procedures for handling and protecting classified information. Refresher briefing every year.**
- **Sign a Non-Disclosure Agreement (SF-312).**

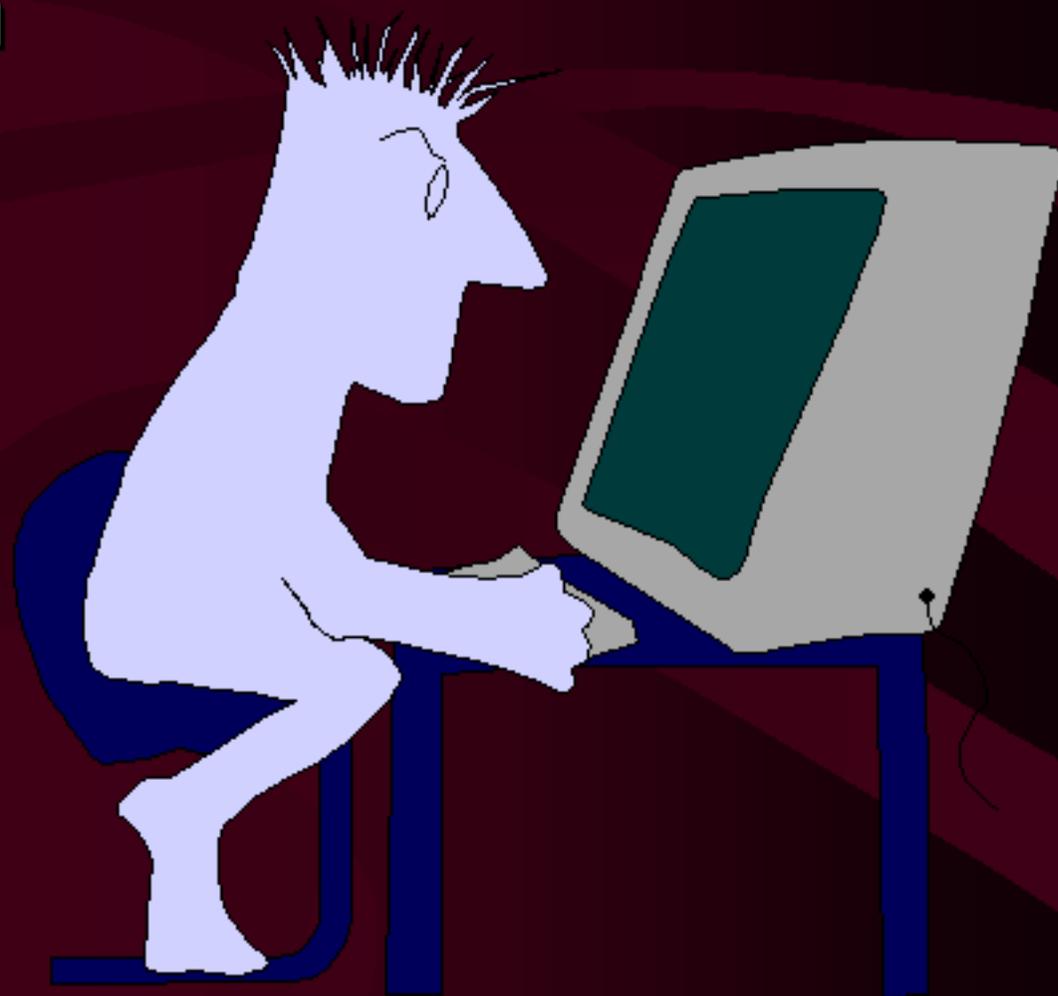
# Transmission cont....

- **To send Top Secret: call the Office of Security.**
- **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

- **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 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

- **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.

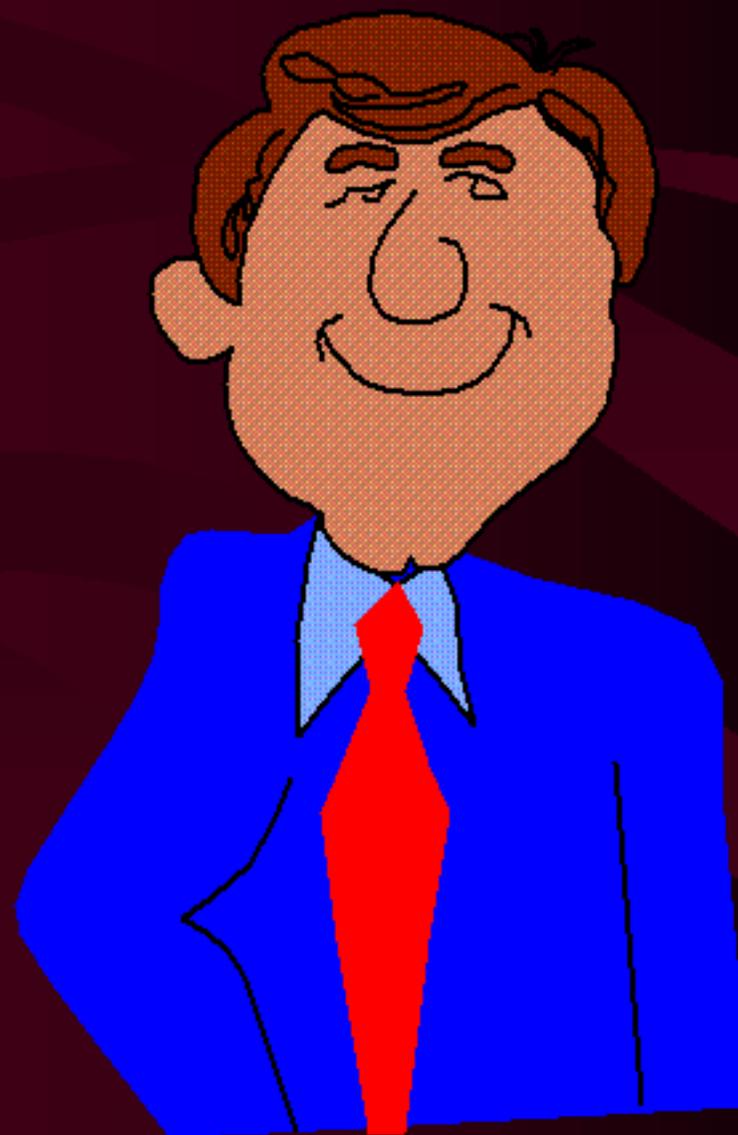
# End of Day Security Checks

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



# Your Security Officer

- The Office of Security is there to help you!
- Report to an Office of Security Rep:
  - Security violations
  - Loss or compromise of classified information
  - Security incidents or problems



# When You Depart Commerce

- If you are leaving the Department you must:
  - Turn all classified material over to your classified control point
  - Contact your Security Officer for a debriefing
  - Turn in your ID, keys, and access cards



# **SF-312 Non-Disclosure Agreement Is**

- **A legally binding agreement between US Government and you. It is a life long agreement.**
- **An understanding of damage that could occur from unauthorized disclosure.**
- **An agreement to a pre-publication review**
- **An understanding that Classified information is US GOVERNMENT PROPERTY**

- **Who is responsible for security at NOAA and the Department of Commerce?**
- **YOU ARE! Have a secure day!**

**Any Questions, please contact the  
Office of Security at NOAA at 301-713-  
0954**

# SF-312 and Penalties

- **Should you improperly disclose classified:**
- **Under E.O. 12958, Performance Plan:**
  - **Performance Appraisal/Awards affected**
  - **Reprimand/Suspension (Without Pay)**
- **Loss of monetary gains made from improper disclosure**
- **Loss of security clearance**
- **Termination of employment**
- **Criminal prosecution (prison/fines)**

# **What is National Security Information**

- **Official information which relates to the national defense or foreign relations of the United States, which has been deemed requiring protection from unauthorized disclosure.**

# National Security Information

- There are three levels of classification used to describe national security information. Unauthorized disclosure of this information could cause damage to our nation's security.
- **CONFIDENTIAL**- Damage
- **SECRET**-Serious Damage
- **TOP SECRET**- Exceptionally Grave Damage

# 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.**

**“Countries don’t have  
friends, they have interests”**

**deGaulle**