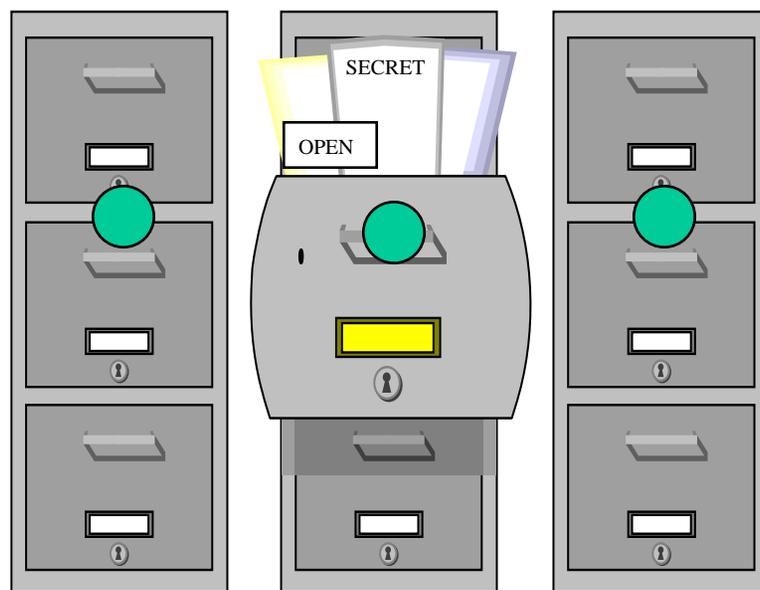


# **Department of Commerce Office of Security**

**Classified Custodian  
Information Security Briefing**

# How to Properly Handle and Safeguard National Security Information (NSI)





- **Executive Order 12958, Classified National Security Information**
- **Implementing Directive for E.O. 12958, 32 CFR PART 2001**
- **DAO 207-1, Information Security Manual**

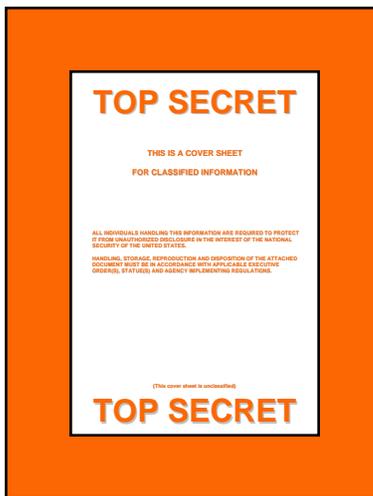
# Protection of National Security Information

What is National Security Information (NSI)?

NSI is official information that relates to national defense or foreign relations and is the property of the U.S. Government..

It is also known as **CLASSIFIED** information

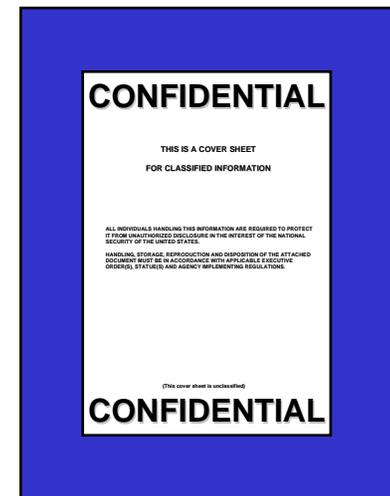
The *three (3)* levels of classification are:



SF 703



SF 704



SF 705

# The Threat

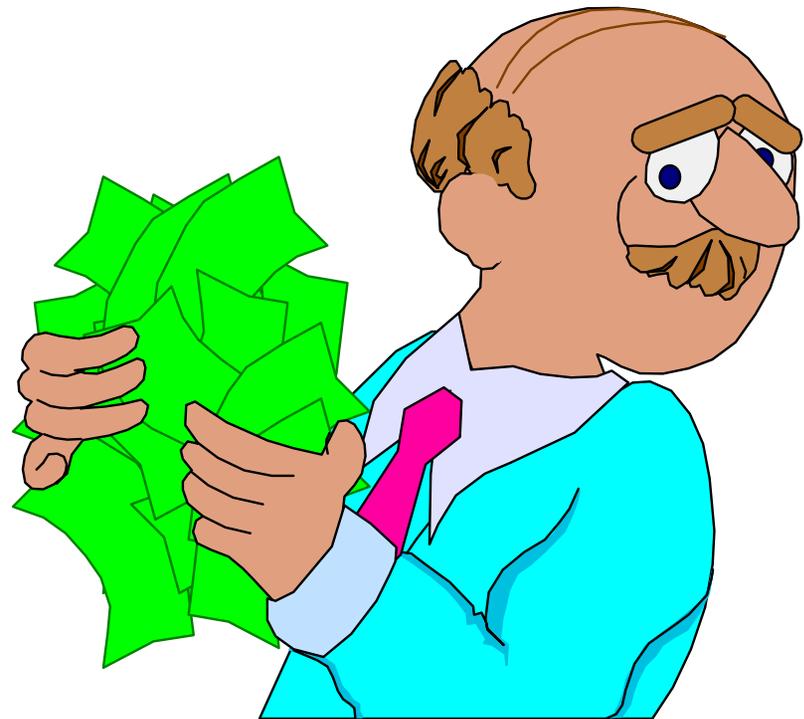
- **Why must we protect classified information?**
- **Economic espionage is on the rise**
- **Intelligence needs are economic as well as military**
- **Present/former adversaries and our allies are conducting intelligence activities against us.**

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

**deGaulle**

# The Threat cont....

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



# Control and Access

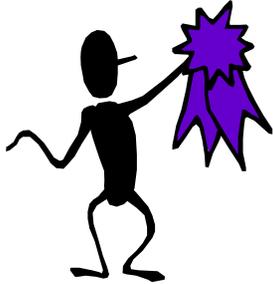
- You are responsible for protecting and controlling classified information.
- You must limit access to authorized persons by verifying:
  - Identification
  - Security Clearance
  - Need-to-Know



# 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!**

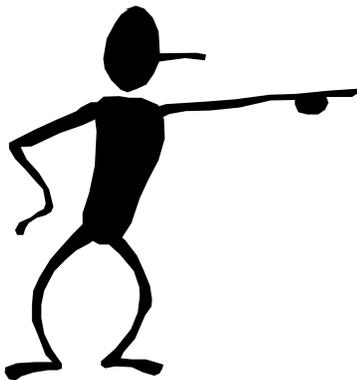




# YOUR SECURITY CONTAINER(S)

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Proper storage of classified national security information, i.e., Top Secret, Secret, or Confidential. You **MUST** have:



A GSA Approved security container  
- Safe (Mosler, or Hamilton product.)

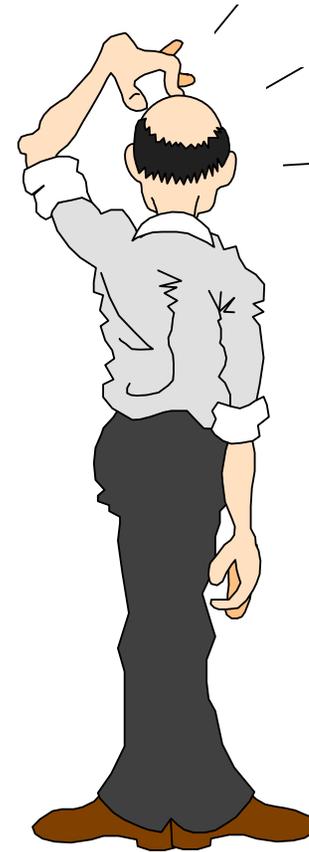
Sensitive, FOUO, Privacy Act, proprietary information must be stored under one level of lock (desk, drawer, file cabinet).

**NOTE:**

***Barlock file cabinet may be used for storage of Secret material until year 2012.***

# What forms should your Security Container have?

- SF 700, Security Container Information. (Complete and up-to-date). **MEMORIZE YOUR combination!!**
- SF 702, Security Container Check Sheet. (Use **EVERY** time to open, close, or check container).
- OPEN/CLOSE sign. (Used as a reminder).
- Form CD-481, Classified Document Control Record. (All Secret and Top Secret material stored in **YOUR** container **MUST** be logged).



# STANDARD FORMS

All standard forms may be ordered from the GSA Federal Supply Catalog.

**SAMPLE OF SF 702**

SECURITY CONTAINER CHECK SHEET								
FROM		ROOM NO.		BUILDING		CONTAINER NO.		
OSY		5th Floor		SA 10		123456		
CERTIFICATION								
I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.								
MONTH/YEAR								
MAY / 1997								
DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (if required)	
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME
5/1	SDW	0730	SDW	1700	DT	1724		

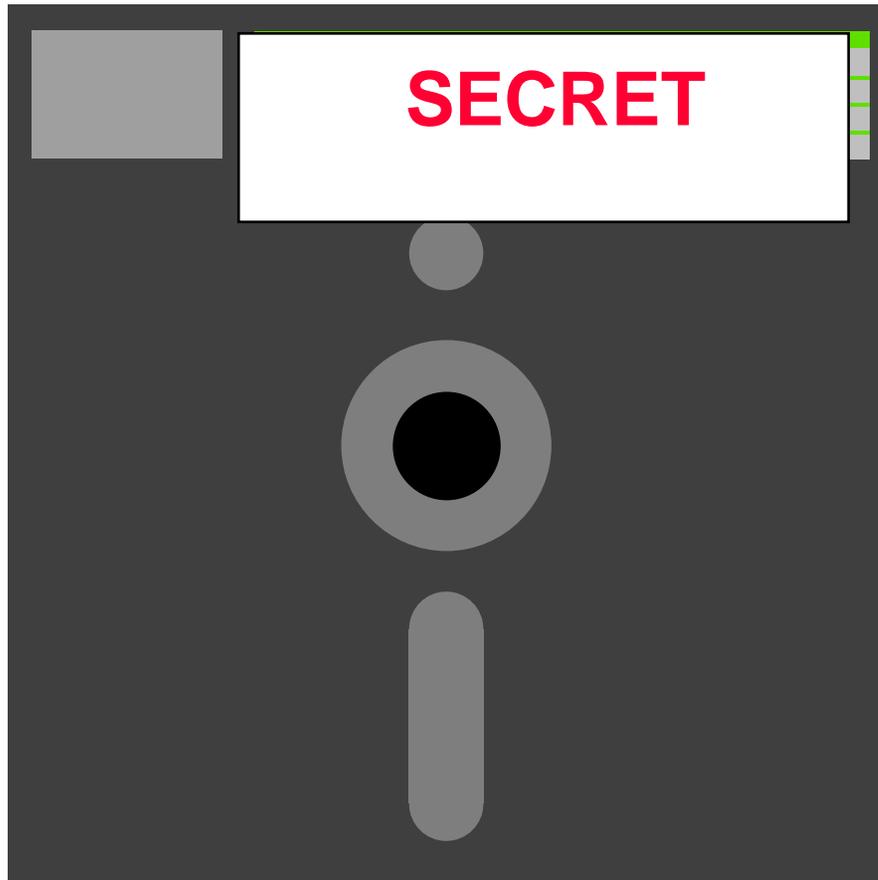
- SF 700
- SF 701
- SF 702
- SF 703
- SF 704
- SF 705
- SF 706
- SF 707
- SF 708

# CLASSIFIED DISKETTES

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BE SURE TO USE THE SFs 706, 707, 708 FOR CLASSIFIED DISKETTES AND MEDIA STORED IN YOUR SECURITY CONTAINER.

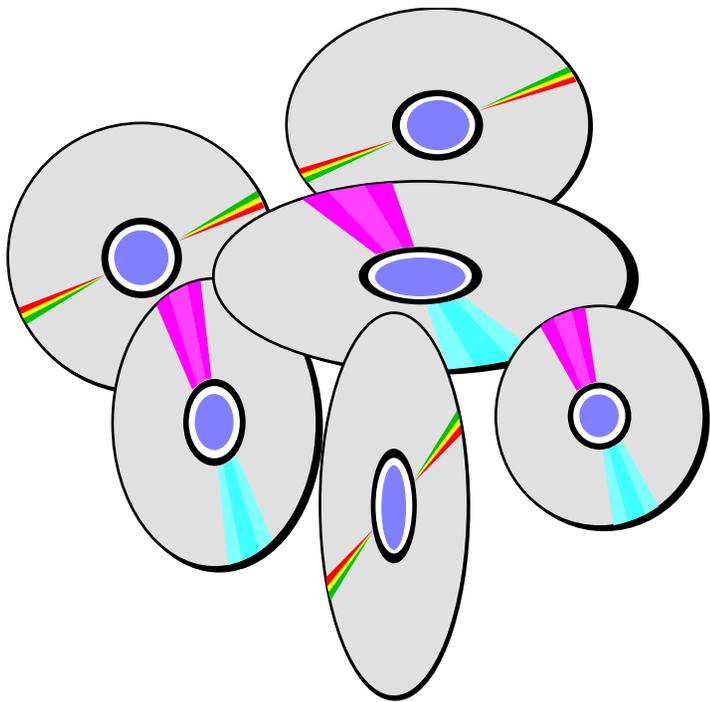
## ADP Media



CLASSIFIED FOR TRAINING PURPOSES ONLY

# Classified Compact Disks

BE SURE TO USE THE SFs 706, 707, 708 FOR CLASSIFIED compact disks STORED IN YOUR SECURITY CONTAINER.

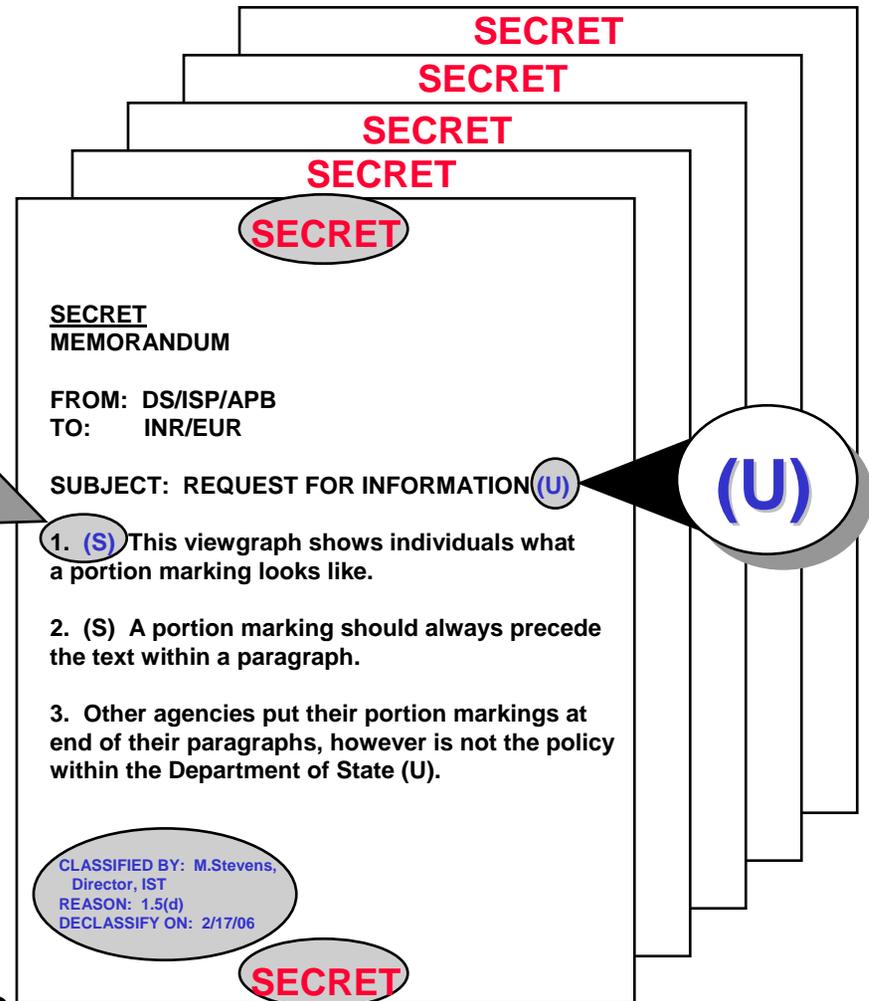


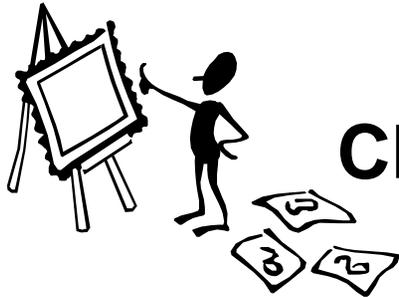
*CLASSIFIED FOR TRAINING PURPOSES ONLY*

# REVIEW OF CLASSIFIED DOCUMENTS FOR PROPER MARKINGS

- A classified document should be marked:
  - Top/Bottom
  - Subject Title
  - Each paragraph
  - Diagram, maps, etc.
  - Declassification instructions

Ref: E.O. 12958, Sect 1.9 on classification challenges of improperly marked documents received from other agencies





## **CLASSIFIED WORKING PAPERS**

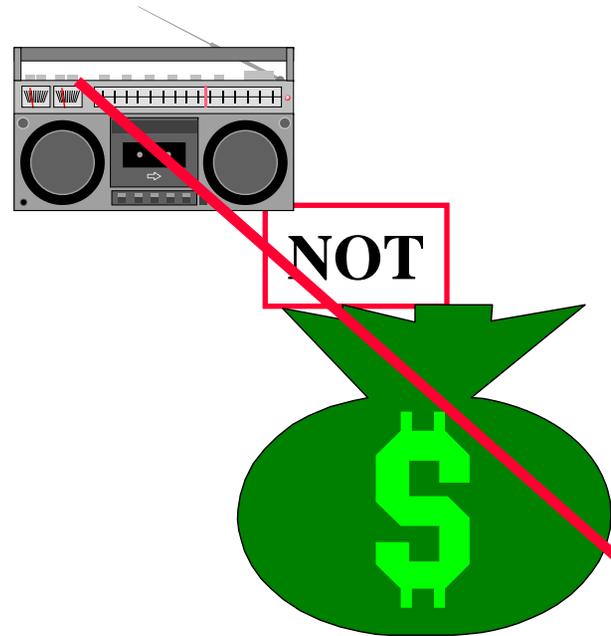
**Classified working papers are drafts, notes, photographs, etc. used to create or assist in the preparation of a final document. They must be:**

- Dated and signed when created**
- Marked with highest classification level of the information which they contain**
- Protected in accordance with the assigned classification**
- Destroyed when no longer needed**
- Accounted for and controlled if transmitted, permanently filed, or retained after 180 days**

# Do not store these items with classified information

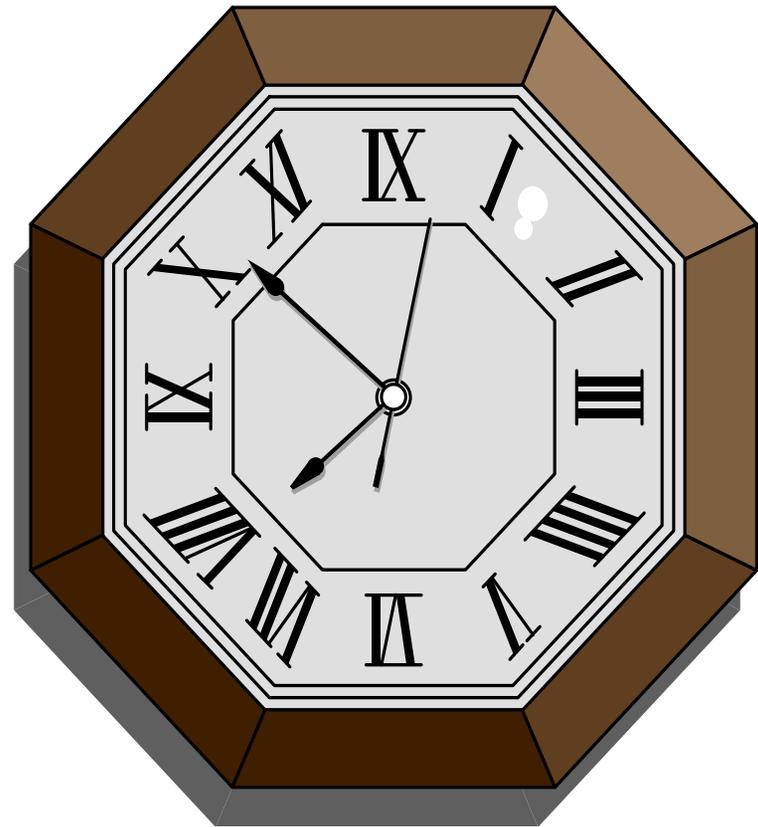
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- **Guns/ammunition**(i. e., Special Agent, or Investigators)
- **Money**
- **Precious metals**
- **Personal items:**
  - purses,
  - radios,
  - jewelry, etc.



# End of Day Checks

- All security containers
- Desk Tops
- Windows/doors
- Complete the SF 701  
“Activity Security Checklist.” The office manager is responsible for implementing the SF 701.

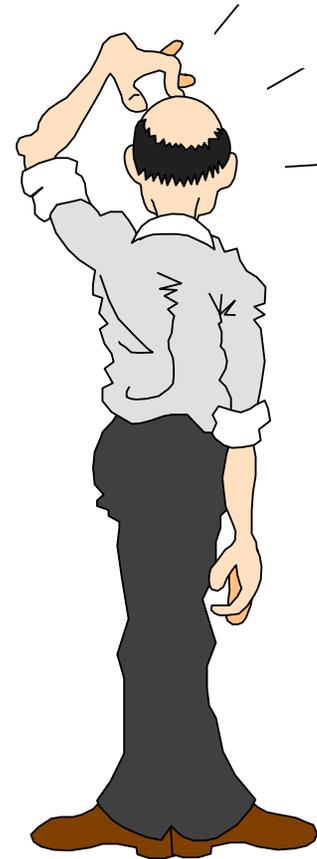


# Reproduction

- **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 of Classified

- If you reproduce classified material at the Secret or Top Secret level you must:
  - Use an authorized and approved equipment
  - Protect and account for ALL of your copies



# Transmission of Classified Information

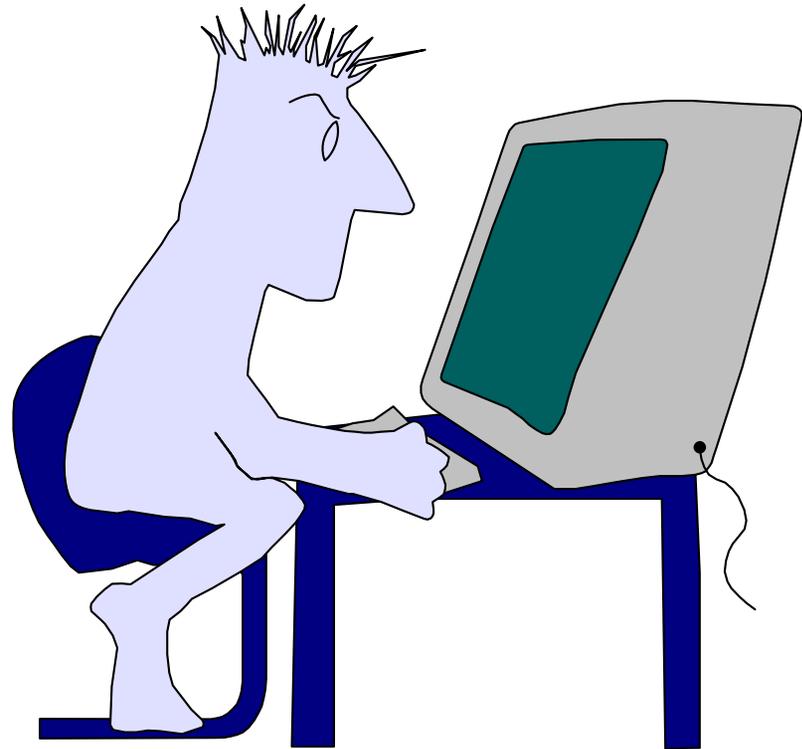
- Double wrapping must be done to prepare for transmission
- Affords two layers of protection
- Protects against damage
- Use opaque envelopes
- Don't forget a receipt
- To send Top Secret: call your security officer
- Secret and Confidential
  - Hand-carry
  - Approved courier
  - US Postal Service

# **Computer Security**

## **Do not process classified**

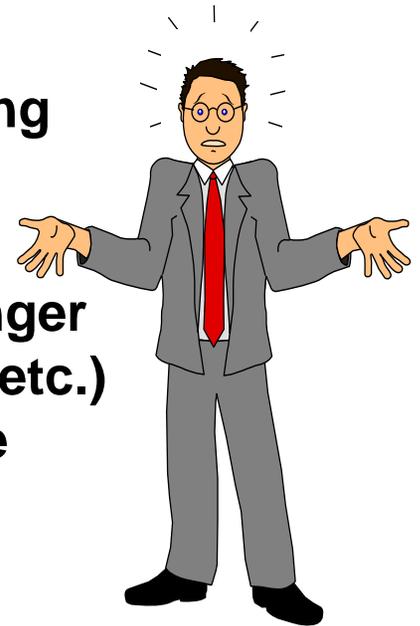
### **unless:**

- **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)**



# Annual Security Container Review

- Conduct a thorough “CLEAN OUT” of YOUR security container and be sure that each Secret/Top Secret document stored in your container is recorded on the form CD-481. (Note: There is NO requirement to record Confidential information on the form CD-481).
- Review ALL classified holdings for possible downgrading or declassification under the Executive Order 12958.
- Determine if YOU have a continuous use/need for each classified document stored in your container. IF no longer needed, use an approved method (shredding, burning, etc.) to destroy the document. Annotate form CD-481 that the document was destroyed.
- Classified documents that YOU have determined will be retained MUST have the appropriate attached classified cover sheet.



# LEAKS

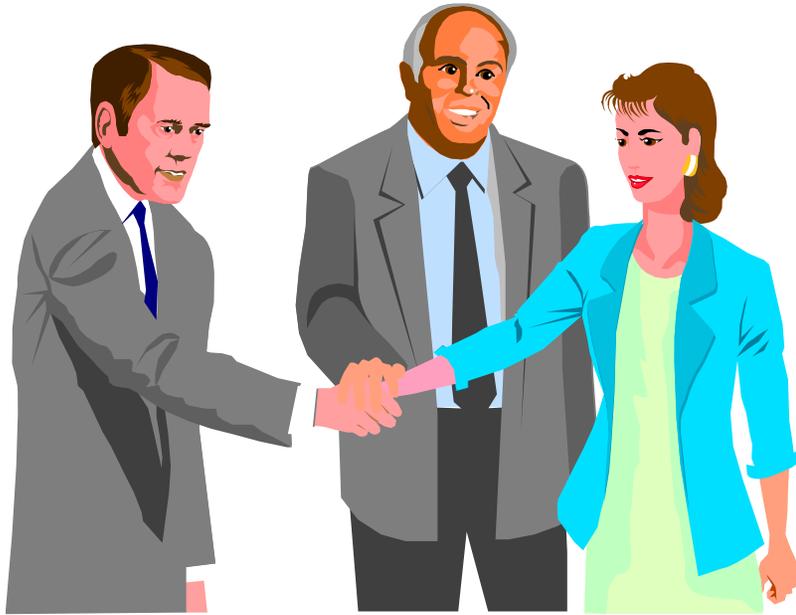
- **Most leaks result from:**
- **Casual conversations**
  - Don't discuss classified outside the office!
- **Open Sources**
  - Publication does not infer declassification!



# **Penalties for Improper Disclosure:**

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

# Overseas Travel



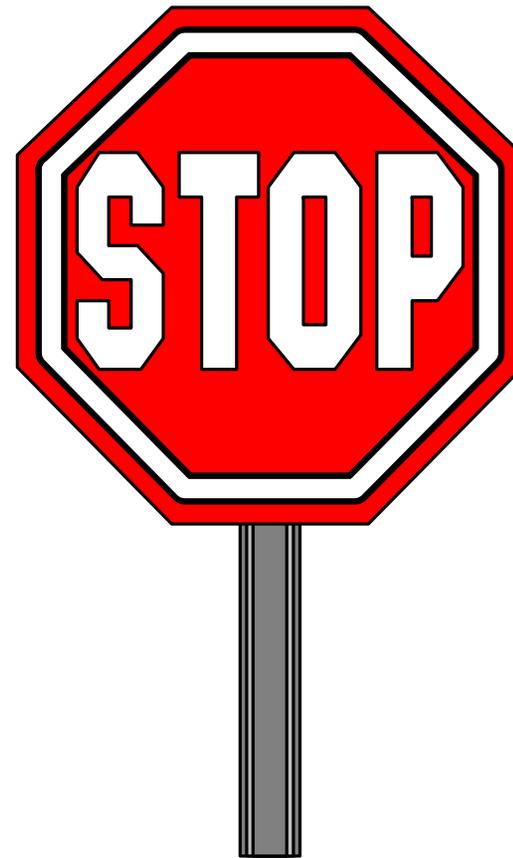
- **Contact the Office of Security for a briefing before you go.**
- **Do not bring classified**
- **Limit sensitive information**
- **Notify U.S. Embassy of your visit**

# 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.**

# When You Depart Commerce

- **If you are leaving the Department, you must:**
  - Turn over all classified material to your Classified Control Point
  - Be debriefed by a representative of the Office of Security



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