

**COURSE
IF 001.08**

**Updated
Jan 2004**



**Defense Security Service
Academy**

The Instructors at the Defense Security Service Academy (DSSA) are interested in providing timely responses to inquiries.

Use the following At-A-Glance lists to identify your inquiry type. Once you have done this, follow the directions below and email or phone.

ADMINISTRATIVE INQUIRY:

REQUESTS FOR --

- Disenrollment
- Course Reissue
- Enrollment Extension

CHANGE IN --

- Address
- Unit
- Rank or Grade

PROBLEMS WITH --

- Enrollment
- Incorrect SSN
- Incorrect RYE Date

COURSE CONTENT INQUIRY:

LESSON OR EXAM IN ERROR WITH --

- Field Manual Procedure
- Doctrine
- Technical Manual Procedure
- Equipment Specification -

INCORRECT REFERENCE OR EXTRACT

- Regulation
- Pamphlet
- Field Manual
- Policy

CONFUSING INFORMATION

- Example
- Organization
- Wording
- Situation
- Illustration
- Chart
- Figure
- Table

DIFFICULTY LEVEL

* Too High * Too Low

NOTICE

We have made every effort to ensure that the content of this Course accords with all applicable policies in effect at the time it was printed. However such policies may change in the interval between printings and the technical accuracy of a given edition of the Course cannot be guaranteed in all particulars. Questions regarding technical accuracy should be directed to the DSSA Information Security Team (see General information: Content Assistance). However you should base your responses to the questions in the Course examination solely on the information provided in the Course and not on any other source.

**This course contains no classified information.
All security markings used in this Course are for
illustration and training purposes only.**

August 1997

*DEFENSE SECURITY SERVICE ACADEMY
DEFENSE SECURITY SERVICE
Linthicum, MD 21090*



Welcome to *Basic Information Security (BIS)*!

Basic Information Security is intended to give you the baseline requirements for the Information Security Program. It provides an overview of the program and details the requirements and procedures that you will encounter in your dealings with classified materials.

We recognize that the Information Security Program may not be your primary focus. We've designed BIS for those who handle classified materials but do not perform or oversee full-time security duties that involve classified information. We realize that your time is valuable and that tasks associated with classified information have to be done quickly and efficiently. And we also realize that you probably perform these tasks only once in a while. To assist you, we have covered the minimum requirements and have addressed the common situations you are likely to run into when working with classified materials.

Bear in mind that the procedures discussed are the DoD required procedures. Your Component headquarters has likely supplemented these procedures with their own. And even your activity may have added its own security procedures. Be sure to check with your security manager for more information on your specific security program.

We are always in greater danger from those we trust than from those whom we do not, and adherence to sound security practices is the best safeguard not only against others but also against our own frailties. As a possessor of classified information, you are the primary defense against unauthorized disclosure, responsible for guarding a part of our nation's security. Much depends on your success. I hope you will find that *Basic Information Security* prepares you to succeed.

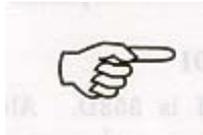
Kevin Jones
Director

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General Information

PURPOSE



This Course is designed to help Government personnel - both military and civilian - gain an understanding of the Information Security Program and its basic policies for classifying and declassifying information and apply the requirements and techniques that ensure that classified information is clearly identified and properly protected.

ADMINISTRATION

The DSS Academy(DSSA) administrators the DSSA subcourses.

ENROLLMENT ASSISTANCE

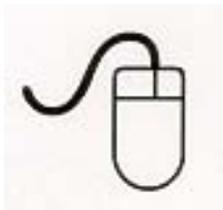


On any matter concerning your enrollment, (a change in your mailing address, nonreceipt of materials, your exam score, etc.) communicate with DSSA, use one of these numbers:

* **Commercial: (410) 865-2295 or 2732.**

* **DSN:283-7295/7732.**

To e-mail :



- Send comment to DSSA.IF@mail.dss.mil

STUDYING THE LESSONS



To get the most out of each lesson we urge you to follow this procedure

Note the lesson objectives and refer to them from time to time as you go through the lesson text Complete the review exercises for the lesson. Refer to the lesson text to check your answers.

CONTENT ASSISTANCE



If you have a question about the content of this Course or if you have a correction or suggestion to make to improve its content, contact the DSSA Information Security Team (INFST). To phone us, use one of these numbers:

- Commercial: (410) 865-2295/2732
- DSN: 283-7295/7732

To e-mail us:

- Send comments to DSSA.IF@mail.dss.mil

To write us:

- Send a letter to:

**DSS Academy
ATTN:IF
938 Elkridge Landing Rd.,
Linthicum, MD 21090**



ADDITIONAL DSSA COURSES

For **our catalog**, write to DSSA, ATTN: Registrar. Visit our home page at <http://www.dss.mil/training>

TIME LIMIT



DSSA allows you up to one year to complete this Course. If you are employed by the Defense Security Service and your enrollment in this Course has been directed by a supervisor, then the Course may be completed during duty hours.

COURSE OBJECTIVES

When you have completed this course, you should be able to do the following:



- * Describe the nature and purpose of the Information Security Program
- * Identify the national and Department of Defense organizations that have a policies and procedures of the Information Security Program and describe their functions.
- * Distinguish between "original classification" and "derivative classification."
- * Describe the process that should be followed when an original classification authority is making a decision on whether to classify an item of information.
- * Properly classifies materials using the derivative classification process.
- * Determine the declassification instructions that would be placed on an originally classified document and on a derivative classified document and properly interpret for others the declassification instructions found on documents.
- * Apply the proper classification and associated markings onto an originally classified document and a derivative classified document and interpret for others the various markings found on classified materials.
- * Implement the proper procedures for handling classified materials in your office environment.

EXAMINATION



When you feel confident that you can meet the objectives for the entire Course, do the following:

- Access the ENROL web site:
<https://enrol.dss.mil/enrol/default.asp>
- Go to this course
- And click on the exam URL.

The examination is an open book test; passing score is 76 percent (at least 76 items correct out of 100). If you score less than 76 percent, take the test again.

DSSA CERTIFICATE

When you have successfully completed the exam an online Certificate of Completion will be available for printing.

Acronyms & Abbreviations

APO	Army Post Office
ASD(C31)	Assistant Secretary of Defense for Command, Control, Communications, and Intelligence
C	Confidential
CNO	Chief of Naval Operations
CNWDI	Critical Nuclear Weapons Design Information
COMSEC	Communications Security
GSA	Cognizant Security Agency
CSS	Constant Surveillance Service
CTS	Cosmic Top Secret (NATO)
DA	Department of Army
DCI	Director of Central Intelligence
DCS	Defense Courier Service
DID Form 173	(Fictional form)
DID Form 2	Armed Services Identification Card
DID Form 2501	Courier Authorization Card
DECL	Declassify on
DEN	Denmark
DIVA	Defense Interoperability Validation Agency (fictional)
DoD	Department of Defense
DoD 5200.1-1	Index of Security Classification Guides
DoD 5200.1-R	Information Security Program
DOE	Department of Energy
E.O.	Executive Order
FAA	Federal Aviation Agency
FEDEX	Federal Express
FGI	Foreign Government Information
FOIA	Freedom of Information Act
FPO	Fleet Post Office
FIRD	Formerly Restricted Data
FSS	Federal Supply Schedule
GSA	General Services Administration
IDS	Intrusion Detection System
ISCAP	Interagency Security Classification Appeals Panel
ISOO	Information Security Oversight Office
ISP	Information Security Program
MEX	Mexico
MTMC	Military Traffic Management Command

N	Portion marking for Critical Nuclear Weapons Design Information
NACSI	National Communications Security Instruction
NARA	National Archives and Records Administration
NATO	North Atlantic Treaty Organization
NC	NATO Confidential
NISP	National Industrial Security Program
NR	NATO Restricted
NS	NATO Secret
NSA	National Security Agency
NSC	National Security Council
NZ	New Zealand
OADR	Originating Agency's Determination Required
DEI	Dissemination and Extraction of Information
OC	Controlled by Originator
OCA	Original Classification Authority
OMB	Office of Management and Budget
PM	Program Manager
PR	Caution-Proprietary Information Involved
PSS	Protective Security Service
R	Restricted
RD	Restricted Data
S	Secret
SAP	Special Access Program
SCG	Security Classification Guide
SCI	Sensitive Compartmented Information
SECAF	Secretary of Air Force
SECARMY	Secretary of Army
SECDEF	Secretary of Defense
SECNAV	Secretary of Navy
SF 701	End of Day Security Check Sheet
SF 702	Security Container Check Sheet
SF 703	Top Secret cover sheet
SF 704	Secret cover sheet
SIF 705	Confidential cover sheet
SF	Standard Form
STU	Secure Telephone Unit
TS	Top Secret
25X	Exempted from 25-year rule
U	Unclassified
USN	US Navy
USPS	United States Postal Service
USSAN	United States Security Authority for North Atlantic Treaty Organization Affairs
X	Exempted from 10-year rule

Introduction. . .

Welcome to Basic Information Security! This course is designed to provide you basic knowledge and skills concerning the Information Security Program. As you move through the lessons, you'll meet some of the personnel who deal with security issues at the fictitious Defense Interoperability Validation Agency (DIVA).

Three of the people you will meet - Wally Chin, Anne Perkins, and Mike Carson - are from DIVA's Security Office. As they instruct and advise DIVA employees, you will get an overview of the Information Security Program: the organizations that oversee and guide it, how information is classified originally by a few authorities within the Department of Defense and how their decisions are carried forward by the many others in the DoD who derivatively classify the sensitive information they encounter in their work, how classified information is downgraded and declassified, how classified materials are marked and handled in the office, and how they are stored, transmitted, and destroyed.

We hope you'll find that DIVA is not so different from your own organization, and that seeing how the DIVA people cope with their security duties will help you in carrying out your own. Now let's get started!

