

**COURSE**  
**IS003.08**

**EDITION**  
**B**



**Defense Security Service Academy**

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

**DIRECTIONS**

**EMAIL:**  
**dssa.is@mail.dss.mil**

**PHONE: 410-865-2295/7732**  
**DSN: 283-7704**

**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

**CONFUSING INFORMATION**

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

**DIFFICULTY LEVEL**

- Too High
- Too Low

**DIRECTIONS**

**EMAIL:**  
**dssa.is@mail.dss.mil**

**PHONE: 410-865-2295/7732**  
**DSN: 283-7704**

# NOTICE

We have made every effort to ensure that the content of this course accords with the requirements of the edition of the *National Industrial Security Program Operating Manual (NISPOM)* in effect at the time the course went to the printer. However, changes to the *NISPOM* may occur after that time; therefore, the technical accuracy of a given edition of the course cannot be guaranteed in all particulars. Questions regarding technical accuracy should be directed to your DSS Field Office. 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 does not address requirements for TOP SECRET, COMSEC (includes CRYPTO), DOE, NATO, or other information or programs having special requirements.

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

**September 1997**

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

Welcome to *Protecting SECRET and CONFIDENTIAL Documents (PSCD)*!

PSCD is intended as follow-on to *Essentials of Industrial Security Management (EISM)*. *EISM* took you through the baseline requirements for all cleared facilities, both possessing and non-possessing, in the National Industrial Security Program (NISP). *PSCD* focuses on the additional requirements for facilities that possess classified documents to the SECRET level. Together, *EISM* and *PSCD* cover about all that an FSO of a SECRET/CONFIDENTIAL possessing facility needs to do in order to supervise its security program.

We've designed PSCD mainly for FSO's at the "small possessors," most of which handle classified information to the SECRET level. The odds are that your company is one of these. About 6,700 facilities-approximately half of all cleared facilities in the NISP-possess classified information. Of these, about 6,400 possess SECRET and CONFIDENTIAL information only. And of these, about 6,000 are small possessors.

We know that an FSO of a small possessor usually has other major duties besides security. So security tasks must be carried out efficiently. At the same time, these tasks may be performed only once in a while, making it difficult to master them. To help you work both quickly and accurately, we've consolidated all of the requirements for a given task. For most tasks, we've also prepared step-by-step job aids. So even if you only do the task once in a blue moon, you can do it right.

Doing it right is essential. We are always in greater danger from those we trust than from those whom we do not, and strict adherence to sound security procedures is the best safeguard not only against others but against our own partiality as well.

Since, as FSO of a possessing facility, you are responsible for guarding a part of our nation's security, much depends on your success. I hope you will find that *Protecting SECRET and CONFIDENTIAL Documents* prepares you to succeed.

Kevin Jones  
Director

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## General Information

### PURPOSE



This course is designed to orient Facility Security Officers (FSOs) of cleared facilities within the DoD implementation of the National Industrial Security Program (NISP) that are authorized to possess SECRET and/or CONFIDENTIAL material in their basic safeguarding responsibilities. Members of the FSO's security staff are also encouraged to enroll, as are members of the Defense Investigative Service and of the User Agencies who wish to gain a better understanding of the role of the FSO within the NISP.

### ADMINISTRATION

The Defense Security Service Academy (DSSA) administers DSSA courses.

### ENROLLMENT ASSISTANCE

On any matter concerning your enrollment, (a change in your mailing address, non-receipt of materials, your exam score, etc.) communicate with DSSA.

- Commercial: **410-865-2295/2732**
- DSN: **283-7295/7732**
- Send comment to **dss.academy@mail.dss.mil**

## ADDITIONAL DSSA COURSES

For our catalog, write to DSSA, ATTN: Registrar. Course descriptions are also provided at our home page at <http://www.dss.mil/training>

## 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 Industrial Security Team. 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.is@mail.dss.mil](mailto:dssa.is@mail.dss.mil)

**To write us:**

• Send a letter to:

**Defense Security Service Academy**

**ATTN: Industrial Security Team**

**938 Elkridge Landing Rd.**

**Linthicum, MD 21090**

## TIME LIMIT

DSSA allows you up to one year to complete this course. If the Defense Security Service employs you and your enrollment in this course has been directed by a super-visor, then the course may be completed during duty hours.

## COURSE OBJECTIVES

When you have completed this course, you should be able to carry out the following duties and responsibilities of a facility security officer (FSO) at a facility that possesses SECRET and CONFIDENTIAL documents.

- Ensure that material required to be stored is properly stored, and that measures to control and restrict access to the stored material are enforced.
- Supervise the receipt of classified material and its distribution within the facility.
- Ensure that classified material is properly controlled during use and that classified visits to the facility are properly arranged and conducted.
- Ensure that adequate classification guidance is received, understood, applied, and challenged if necessary; ensure that documents are accurately marked by appropriate personnel, and that documents are downgraded and declassified as authorized.
- Limit and control reproduction of classified material.
- Supervise the transmission and release of classified material outside the facility.
- Ensure that classified material is destroyed as soon as practical according to an established program and that classified waste is handled properly until destroyed.
- Supervise the disposition of classified material associated with pre-contract and end-of-contract activity and of other material as required.
- Supervise the creation, maintenance, retention, and disposition of records necessary for the security program.
- Prepare and submit timely, accurate reports as required.
- Conduct self-inspections of the facility's security program.

## 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.

## CERTIFICATE

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

## Acronyms & Abbreviations

ACCP	Army Correspondence Course Program
AF	Air Force
AFCOMCOM	Air Force Communications Command (fictional)
AIPD	Army Institute for Professional Development
AIS	Automated Information System
BLOS	Beyond Line-of-Sight
CI(C)I-Q	CONFIDENTIAL
CDR	Commander
CDRL	Contract Data Requirements List
COMSEC	Communications Security
CONUS	Continental United States
COTR	Contracting Officer's Technical Representative
CR	Communication Reports (fictional)
CRYPTO	CRYPTOGRAPHIC (refers to encoded information)
CSA	Cognizant Security Agency
CSO	Cognizant Security Office
DA	Department of the Army
DD	Department of Defense
DSS	Defense Security Service
DoD	Department of Defense
DOE	Department of Energy
DOHA	Defense Office of Hearings and Appeals
EISM	Essentials of Industrial Security Management
EMP	electromagnetic pulse(s)
E.O.	Executive Order
EWC	Electric Widget Company (fictional)
FCL	Facility Security Clearance
FFP	Firm Fixed Price
FO	(DSS) Field Office
FOUO	For Official Use Only
FRD	FORMERLY RESTRICTED DATA
FSO	Facility Security Officer
FSS	Federal Supply Schedule

GSA	General Services Administration
IFB	Invitation for Bids
ISL	Industrial Security Letter
I.S. Rep	Industrial Security Representative
KMP	Key Management Personnel
MFO	Multiple Facility Organization
N	Navy
NATO	North Atlantic Treaty Organization
NESC	Naval Electronic Systems Command
NISP	National Industrial Security Program
NISPOM	National Industrial Security Program Operating Manual
PCL	Personnel Security Clearance
PIC-CVA	Personnel Investigations Center – Central Verifications Activity
RD	RESTRICTED DATA
R&D	Research and Development
RFP	Request for Proposals
RFQ	Request for Quotes
S, (S),	SECRET
SCG	Security Classification Guide
S&G	Sargent & Greenleaf
sow	Statement of Work
SPID	Standard Practice Procedure(s)
TS, (TS), TS	TOP SECRET
TSC	(Army) Training Support Command
U I (U),	UNCLASSIFIED
UA	User Agency
USPS	United States Postal System

# Introduction ...

In this course, besides reviewing security requirements, we'll explore applications of the requirements by looking in on the fictitious offices of the Electric Widget Company (EWC) in Corinth, New York. EWC is a small firm that possesses SECRET and CONFIDENTIAL documents. We'll meet several of EWC's employees as they go about their work on EWC's classified contract with the Navy. You should find that most of the security matters that arise at EWC, at least the routine ones, mirror those at your facility. Some rather extraordinary situations also crop up though, and we'll see how the EWC personnel cope with them.

All of EWC's "KMPs" are shown below, but we'll be seeing Harold Huxtable, EWC's FSO, the most. J. Digby Wilbersnoot appears in a cameo role, and the others do not appear at all. Instead we'll be meeting several EWC employees. Also, at the end of almost all of the lessons we have provided summary charts. If you wear several "hats" at your company, we think these job aids will help you to carry out your role as FSO both quickly and accurately.

*Remember, though, EWC's practices and procedures are by no means the only acceptable ones. Your facility may well have different ones. If you have questions about any security practice, discuss it with your LS. Rep.*

Now let's look at storage.

