

COURSE
IS003.08

EDITION
B



Defense Security Service Academy

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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.

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- Address
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- Incorrect SSN
- Incorrect RYE Date

DIRECTIONS

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

**INCORRECT REFERENCE OR
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- Regulation
- Pamphlet
- Field Manual

CONFUSING INFORMATION

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

DIFFICULTY LEVEL

- Too High
- Too Low

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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 (NISPO)* in effect at the time the course went to the printer. However, changes to the *NISPO* 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

Contents

	Page
General Information	i
Course Objectives	iv
Acronyms and Abbreviations	vi
Introduction	viii
1. Storage	
Objectives	1-1
Level of Facility Clearance vs. Level of safeguarding Capability	1-3
What Needs to be Stored?	1-4
Containers Authorized for Classified Storage	1-4
Padlocks	1-5
Supplemental Protection	1-5
Review Exercises	1-7
Solutions and References	1-10
GSA-Approved Cabinets	1-11
Control of Storage Containers	1-12
Reports about Storage	1-19
Summary	1-20
Review Exercises	1-21
Solutions and References	1-24
2. Receipt and Distribution	
Objectives	2-1
Initial Receipt and Delivery to Control Station	2-3
Examination by Designated Document Custodian	2-8
Reports about Receiving	2-10
Logging In	2-11
Making Distribution	2-14
Handling Visitor Materials	2-16
Chart	2-17
Summary	2-21
Review Exercises	2-22
Solutions and References	2-25

3. Controls During Use

Objectives.....	3-1
Classified Work Areas	3-2
Monitoring the Material	3-3
Security Checks	3-4
Perimeter Controls	3-5
Control of Visitors	3-5
Summary	3-10
Review Exercises	3-12
Solutions and References	3-15

4. Generation

Objectives	4-2
What Is Classification?	4-4
Original and Derivative Classification	4-4
DID Form 254	4-6
Charts	4-11
Review Exercises	4-15
Solutions and References	4-19
Purposes of Marking	4-21
Basic Marking: The "Inside-Out" Method	4-21
Downgrading and Declassification	4-26
Generating a Working Paper at EWC	4-28
Preparing a Finished Document	4-34
Summary	4-37
Review Exercises	4-38
Solutions and References	4-45

5. Reproduction

Objectives	5-1
Reproduction Requests	5-2
Government Authorization	5-2
Necessary Copies Only	5-3
Prepare for Destruction	5-4
Requesting Reproductions at EWC	5-4
Designated Equipment	5-6
Making the Copies and Clearing the Equipment	5-7
Marking.....	5-8
Receipt and Dispatch Records	5-9
Summary	5-9
Chart	5-9
Review Exercises	5-12
Solutions and References	5-14

6. Transmission and Release

Objectives	6-1
Authorization	6-3
Ensuring Recipient's Suitability	6-3
Preparation of a Transmission	6-4
Transmission Methods	6-8
Transmission by Employee Courier	6-9
Follow-Up for SECRET Transmissions	6-10
Visits and Meetings: Routine Methods vs. Handcarrying	6-10
Handcarrying Aboard Commercial Aircraft	6-13
Transmission and Release at EWC	6-15
Charts	6-30
Summary	6-41
Review Exercises	6-43
Solutions and References	6-49

7. Destruction

Objectives	7-1
Riddance When Purpose Served	7-2
Classified Waste	7-2
Destroying SECRET and CONFIDENTIAL Material	7-3
Removal from Facility: Same Day Destruction	7-3
Methods	7-3
Destruction at EWC	7-5
Summary	7-7
Review Exercises	7-8
Solutions and References	7-10

8. Disposition

Objectives	8-2
Prospective Contracting: The Four Cases	8-3
Classified Material Not Related to a Contract	8-6
Termination of the Security Agreement.....	8-6
Disposition at EWC	8-7
Chart	8-9
Summary	8-11
Review Exercises	8-12
Solutions and References	8-14

9. Self-Inspection

Objectives 9-1
Why Self-Inspections..... 9-2
Using the Self-Inspection Handbook..... 9-3
Analyze and Correct 9-4
An Example of a Self-Inspection 9-5
Self-Inspection at EWC:9-5
Summary.....9-24
Review Exercises..... 9-25
Solutions and References..... 9-27

IndexI-1

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

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

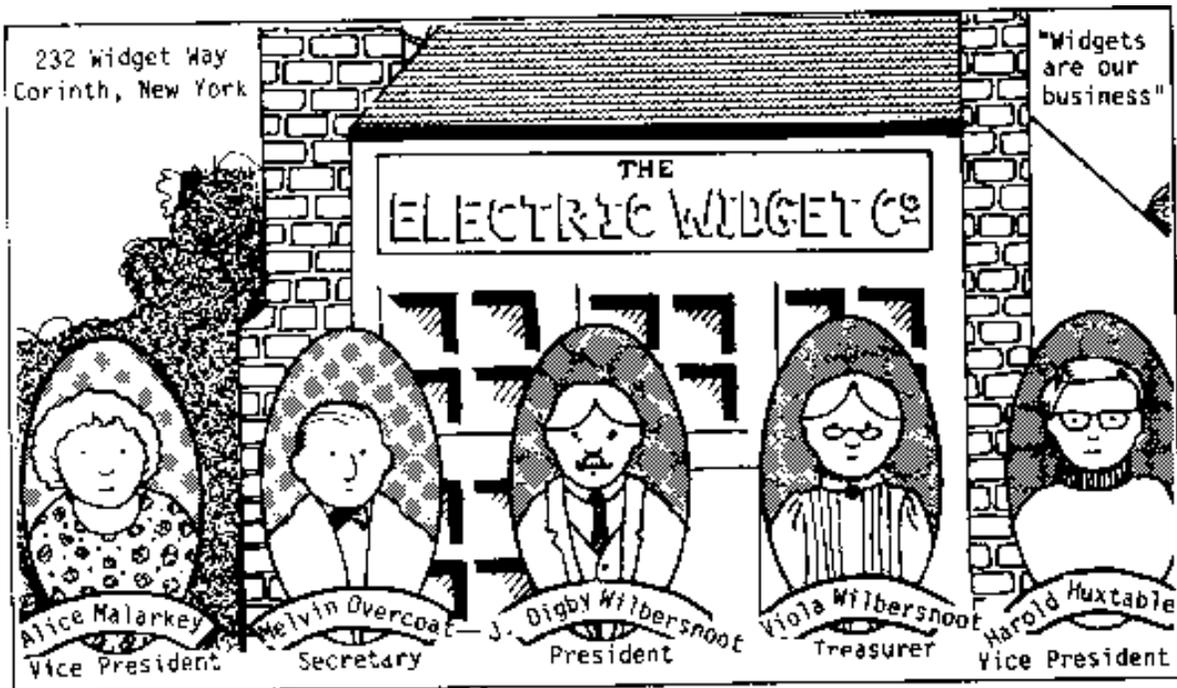
Introduction ...

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.



LESSON 1

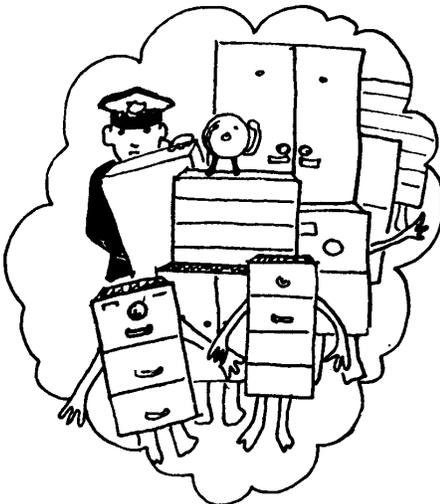
Storage

Storage comes first. The NISPOM puts it this way: "Contractors are eligible for possession of classified material, if they have an FCL and capability approved by the CSA" (2-100, NISPOM). Storage is basically a matter of having a secure place to put classified materials when authorized persons are not using them. The higher the classification of the materials, the more secure the place must be. And, of course, the place must be large enough to hold all of the classified materials on hand. These few, clear, common-sense principles underlie the rather complicated array of rules that govern storage within the DoD) implementation of the National Industrial Security Program (NISP).

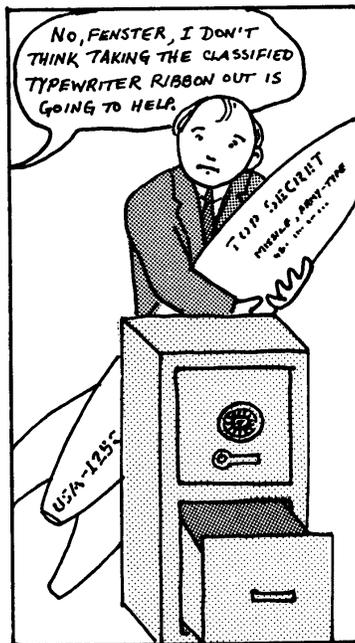
OBJECTIVES

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

- Distinguish between the level of a facility's security clearance (FCL) and the level of its safeguarding capability.
- List the three types of material to be stored.
- Identify the types of containers that are authorized for storage of SECRET and CONFIDENTIAL material and related authorized padlocks.

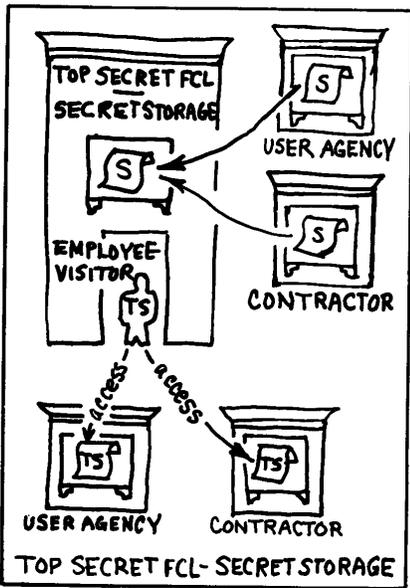
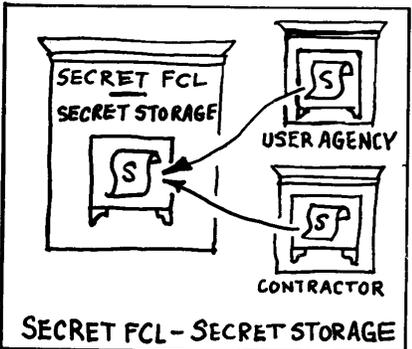
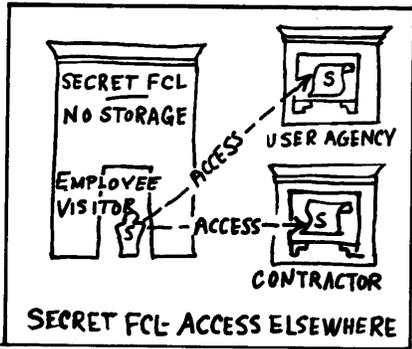


- Identify which containers require "supplemental protection" (extra safeguards) when SECRET material is stored in them during nonworking hours and the supplemental protection required.
- Describe basic features of a GSA-approved cabinet.
- Apply rules governing container access and the combinations of security containers.
- Make appropriate reports regarding storage.



"... AND, OF COURSE, THE PLACE MUST BE LARGE ENOUGH TO HOLD ALL OF THE CLASSIFIED MATERIAL ON HAND".

FACILITY CLEARANCE LEVEL VS. LEVEL OF SAFEGUARDING CAPABILITY



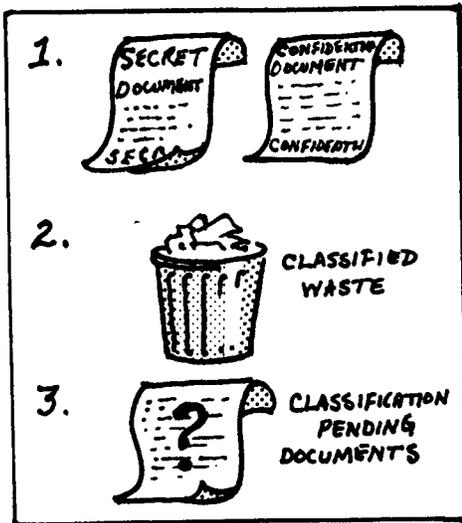
Let's first make clear the important Distinction between the level of a facility's security clearance (FCL) and the level of its safeguarding capability. An FCL indicates the highest level of classified information to which that facility *is eligible for access*. For example, a facility cleared at the SECRET level is eligible for access to SECRET and CONFIDENTIAL information. By itself, an FCL does *not* permit the facility to receive or possess classified information. Often facilities have no need to possess classified material. Instead their employees have access to classified information at possessing facilities or at User Agency installations.

Other cleared contractors, however, do need to *possess classified material* at one or more of their facilities. When a given facility will need to possess classified material, the Field Office for that facility is notified of the level of classified material that the facility will need to store. The Field Office then works with the facility to see that it acquires the appropriate *equipment* and establishes appropriate *procedures* to safeguard the classified material it is to possess. When the facility's measures are satisfactory the Field Office approves its *safeguarding capability*.

While the level of a facility's safeguarding capability can never be higher than the level of its FCL, it is often lower. The Electric Widget Company (EWC), for example, has a TOP SECRET FCL, but its safeguarding capability is a the SECRET level, EWC has access to TOP SECRET material at an installation of User Agency, the Navy, but EWC is not authorized to possess TOP SECRET material.

WHAT NEEDS TO BE STORED?

SECRET STORAGE :



For a facility with SECRET safeguarding capability, there are three types of material that, if on hand, must be stored in an authorized security container:

- *SECRET and CONFIDENTIAL material* when not in use,
- *Classified waste*, until it is destroyed, and
- *Classification-pending material*, such as an unsolicited proposal that contains information that seems to require safeguarding (see **NISPOM, 4-105b**).

CONTAINERS AUTHORIZED FOR CLASSIFIED STORAGE

Contractors must use the storage measures in **NISPOM, 5-302** and **303. 5-303** gives the particulars of most of the approved containers; here we're just trying to identify them. The seven types of containers authorized for storage of classified material are the following:

1. GSA-approved security cabinet
2. Approved vault
3. Closed Area
4. Safe with automatic unit locking mechanism
5. Steel file cabinet with automatic unit locking mechanism
6. Safe-type steel file container with automatic unit locking mechanism
7. Steel file cabinet with bar and padlock

While any of these containers may be used, 3 - 7 require supplemental protection when **SECRET** material is stored in them during nonworking hours.

The cost of supplemental protection should be weighed carefully before you purchase any of these five types of containers.

PADLOCKS



S & G 8077A/AB Series

Before we get into supplemental protection, let's look at padlock requirements. You will have noticed that one of the containers (7) is always secured with a padlock. Padlocks for this use must meet Federal Specification FF-P-110. The only padlocks that meet this specification are those in the 8077A and 8077B series manufactured by Sargent & Greenleaf (S & G). The S & G 8077AB is the latest model and is recommended.

SUPPLEMENTAL PROTECTION

Any of the seven containers can be used to store CONFIDENTIAL material during both working and nonworking hours. These same containers may be used to store SECRET material during working hours. The NISPOM defines "working hours" as follows:

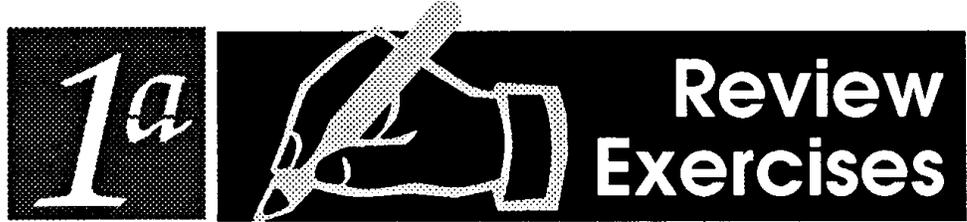
Working Hours. The period of time when (i) there is present in the specific area where classified material is located a work force on a regularly scheduled shift as contrasted with employees working within an area on an overtime basis outside of the scheduled work shift; and (ii) the number of employees in the scheduled work force is sufficient in number and so positioned to be able to detect and challenge the presence of unauthorized personnel. This would therefore exclude janitorial maintenance personnel and other individuals whose duties require movement throughout the facility.

During nonworking hours, the first two containers (GSA-approved cabinet and approved vault) require no supplemental protection (additional safeguards) when material classified to the SECRET level only is stored in them. The remaining containers (3 - 7) do require supplemental protection when they hold SECRET material during nonworking hours.

The following chart summarizes the main storage rules:

STORAGE: SECRET and CONFIDENTIAL	
CONTAINERS <i>All are sufficient to store SECRET during working hours and CONFIDENTIAL at any time.</i>	SUPPLEMENTAL PROTECTION <i>Used when SECRET is stored during nonworking hours</i>
1. GSA-approved security cabinet 2. Approved Vault	None required
3. Closed Area*	Container(s) alarmed or Located in an alarmed area Security guards approved prior to NISPOM publication may still be used. Patrol schedule: Every 4 hours
4. Safe with automatic unit locking mechanism	
5. Steel file cabinet with automatic unit locking mechanism	
6. Safe-type steel file container with automatic unit locking mechanism	
7. Steel file cabinet with bar and padlock. (Padlock must be S&G 8077A series or S&G 8077AB series.)	

*NOTE: If classified documents are to be stored on open shelves or in bins, the Closed Area must be alarmed with an approved intrusion detection system and approved by the Field Office.

The graphic features a black background with a white halftone pattern. On the left, the number '1a' is written in a large, white, stylized font. To the right of '1a' is a white line-art illustration of a hand holding a pen, positioned as if writing on a document. Further to the right, the words 'Review Exercises' are written in a bold, white, sans-serif font.

Complete the following exercises for review and practice.
Multiple-choice questions may have one or more correct choices.

1. Mark the following statements true or false:

a. A facility with a SECRET FCL is authorized to store SECRET material.

() True () False

b. A facility with SECRET safeguarding capability is authorized to store SECRET and CONFIDENTIAL information.

() True () False

c. A facility with a TOP SECRET FCL is authorized to store SECRET material.

() True () False

d. A facility with a SECRET FCL is authorized access to SECRET and CONFIDENTIAL information.

() True () False

2. For a facility with SECRET safeguarding capability, the three types of material that, if on hand, must be stored in an authorized container are:

a. S _____ and C _____ material, when not in use,

b. c _____ w, _____ until it is destroyed, and

c. c _____ - p _____ material, such as an unsolicited proposal that contains information that may be classified.

3. Given a contractor authorized to use the types of containers listed below and that the containers meet all NISPOM requirements, mark each type of container as follows:

C - if the container may be used to store Confidential material during both working and nonworking hours.

S - if the container may be used to store SECRET material during both working and nonworking hours without supplemental protection.

SS - if the container requires supplemental protection when SECRET material is stored in it during nonworking hours.

NOTE: Markings may be used more than once per container.

___a. Approved vault.

___b. Steel file cabinet with bar and padlock.

___c. Safe with automatic unit locking mechanism.

___d. Closed Area.

___e. Safe-type steel file container with automatic unit locking mechanism,

___f. GSA-approved security cabinet.

___g. Steel file cabinet with automatic unit locking mechanism.

4. The only padlocks that meet Federal Specification FF-P-110, the standard for the National Industrial Security Program, are those in the S & G _____ and _____ series.

5. Supplemental protection policy for SECRET material stored during nonworking hours requires that the container or containers be _____ or they be located in an _____.

6. S _____ g _____ approved prior to the publication of the NISPOM may still be used to provide supplemental protection during nonworking hours. The patrol schedule for SECRET is every _____ hours.

7. If classified documents are to be stored on open shelves or in bins in a C _____ A _____, it must be protected by an approved i _____ d _____ s _____ (IDS) and approved by the DSS F _____ O _____.



- 1 . a. False.
b. True.
c. False.
d. True. (p. 1-3)

2. a. SECRET, CONFIDENTIAL
b. Classified waste.
c. Classification-pending. (p. 1-4)

3. a. C, S.
b. C, SS.
c. C, SS.
d. C, SS.
e. C, SS.
f. C, S.
g. C, SS. (pp. 1-5-6)

4. 8077A, 8077B.(p. 1-5)

5. alarmed, alarmed area.(p. 1-6)

6. security guards, 4. (p. 1-6)

7. Closed Area, intrusion detection system, Field Office. (p. 1-6)

GSA-APPROVED CABINETS

Let's see how Harold Huxtable, the FSO of the Electric Widget Company, set up its storage. He did not want to get involved with supplemental protection, and structural storage seemed too spacious for the modest amount of classified material that EWC would be storing. That appeared to leave the GSA-approved cabinet. Harold decided to call his I.S. Rep, Harley Sanders, and explore the matter with him.

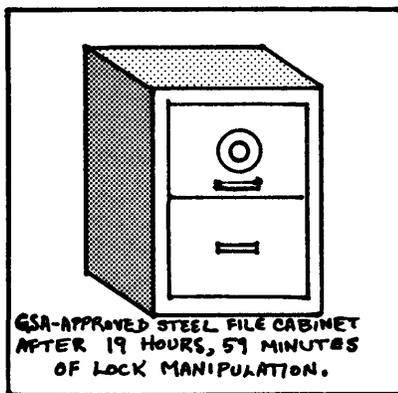
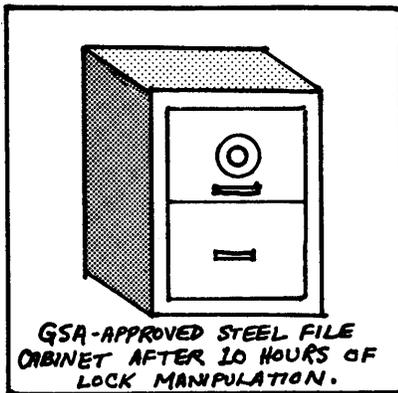
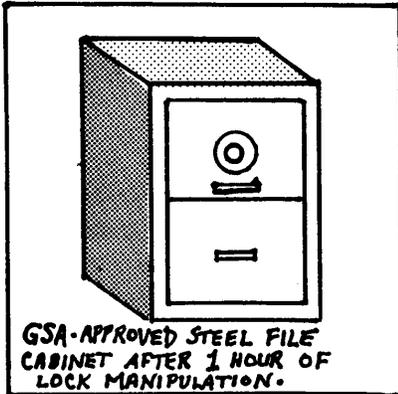
"Harley, what is a 'GSA-approved security filing cabinet,' anyway?"

"Basically, Harold, it's a steel file cabinet with a built-in combination lock. But what sets it apart is that it is specifically constructed to withstand certain hazards for specified lengths of time, as certified by the General Services Administration. That's why it's 'GSA-approved.' For example, it can hold out for 20 man-hours against manipulation of its lock. It's one tough cabinet, Harold. What type are you looking for?"

"Type?"

"Sure. There are all kinds. Two-drawer, four drawer, and five-drawer cabinets. Legal size and letter size. Single lock, dual lock, and multilock. Even map and plan cabinets. How much classified material are we talking about, Harold?"

Harold and Harley talked for a while and figured out that EWC would be storing less that one cubic foot of SECRET documents and about one and a half cubic feet of CONFIDENTIAL documents. Harley said they should allow another two cubic feet to store classified waste.





"It looks like the two-drawer, legal size, single-lock model will suit you, Harold," Harley concluded

"About buying one. The NISPOM says cabinets; manufacturers and prices are in the Federal Supply Schedule (FSS) catalog. Does that mean I need to buy a new cabinet?"

"Not necessarily. The *first* purchaser of the cabinet must have bought it new from a manufacturer listed in the Federal Supply Schedule. Suppliers change.

Right now there are only two suppliers of *two-drawer* models on the FSS. That's Mosler, Inc. and Hamilton Safe. Their two-drawer models sell new for about \$1,000. But other companies, such as, Diebold, Inc., have been on the list, Harold, and it's perfectly all right to purchase a 'previously owned' cabinet. You could find a bargain. Just be sure that the used cabinet has its GSA Test Certification label on the inside of the locking drawer and its 'General Services Administration Approved Security Container' label on the outside of the top drawer. Even more important, I would have the seller provide a written statement from a locksmith certifying that the cabinet's integrity hasn't been impaired."

Harold thanked Harley for all the information and, after some shopping around, obtained the GSA approved security filing cabinet that EWC has used ever since.

CONTROL OF STORAGE CONTAINERS

By the time the cabinet was delivered to EWC, Harold had given a lot of thought to controlling its use.

RESTRICTING ACCESS

Harold's first concern was restricting access. He knew from the NISPOM that "only a minimum number of authorized persons" could be permitted to know the combination to a container or to have

access to its contents. He decided that the minimum number at EWC would be two: himself and Zelda Hobbs. Zelda Hobbs had just been hired as EWC's classified document custodian. Between them, he and Zelda could cover each other's absences, handle any emergencies, and remind each other of the current combination to the cabinet if need be.

Harold also knew that a record must be kept of the names of those knowing the combination to a container. The combination hadn't been thought up yet, but he made the record anyway. Though it is not required, he wrote in the telephone numbers, too.

The following persons know the combination to EWC's security container:	
Name	Telephone No.
Harold Huxtable	375-4269
Zelda Hobbs	373-8931

Though not required either, Harold planned to tape the unclassified record to the inside of the container so that he or Zelda could be contacted during nonworking hours in an emergency where the container was found opened.

WHEN MUST COMBINATIONS BE CHANGED?

Harold knew that combinations used in safeguarding classified information (except COMSEC and NATO) must be changed upon:

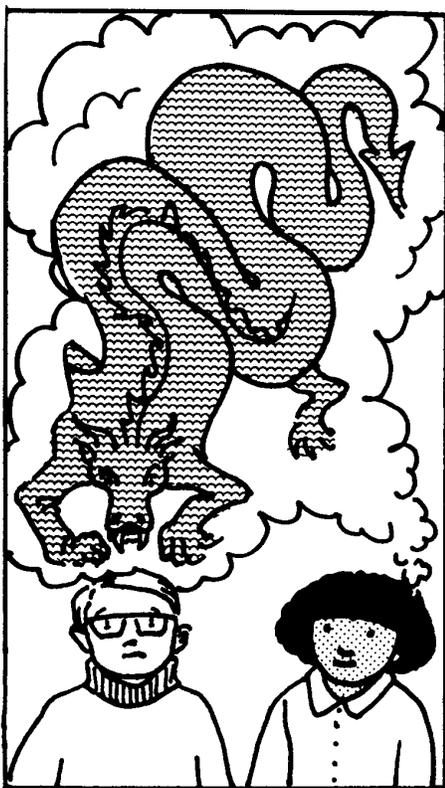
- **Initial Classified Use.** His GSA-approved cabinet had arrived today, and he would start storing EWC's classified material in it right away.

- **Changed Personnel Status.** The combination would also have to be changed if he or Zelda, as the persons knowing the combination, terminated employment, or if he or she ever had his or her PCL withdrawn, suspended, or revoked.
- **Compromise or Suspected Compromise.** He hoped it would never happen, but he knew that if there were a known or suspected compromise of the cabinet itself, or of its combination, the combination would have to be changed.
- **Container Unlocked and Unattended.** Woe to anyone if he ever had to change the combination because someone had left the cabinet unlocked and unattended!
- **Other Times When Considered Necessary.**

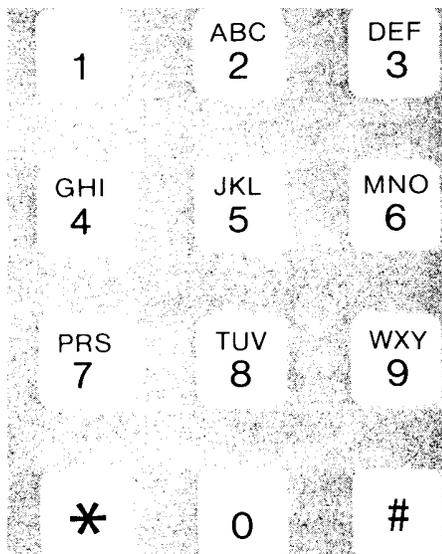
Whenever Harold, as FSO, or the DSS Field Office decided the combination needed to be changed, it would be changed.

CLASSIFYING COMBINATIONS (& 'CODE WORDS')

Harold went to see Zelda in her office. Zelda was admiring the newly arrived GSA-approved cabinet. They chatted for a bit, then Harold said, "By the way, Zelda, what's your favorite six-letter word?" Zelda was taken aback. What sort of game was Harold playing? She decided to play along. She thought for a moment, then said, "Dragon." Harold swallowed hard. "Dragon?" "Yes," said Zelda with a demure smile. I've always like the way dragons devote themselves to guarding precious things." Harold caught on. "Well, then 'dragon' will be the new combination," Harold announced. Zelda was puzzled.



ZELDA'S FAVORITE 6-LETTER WORD



Then Harold pointed to the buttons on her telephone. "Look here," he said. "D goes with 3, and R goes with 7, so DR stands for 37. AG is 24, and ON is 66. So that's our combination: 37-24-66. 'DRAGON' will be our way to look up the numbers on the telephone if we forget them." Zelda thought this was a clever precaution, but wholly unnecessary. 37-24-66 was printed on her memory already. She would not forget.

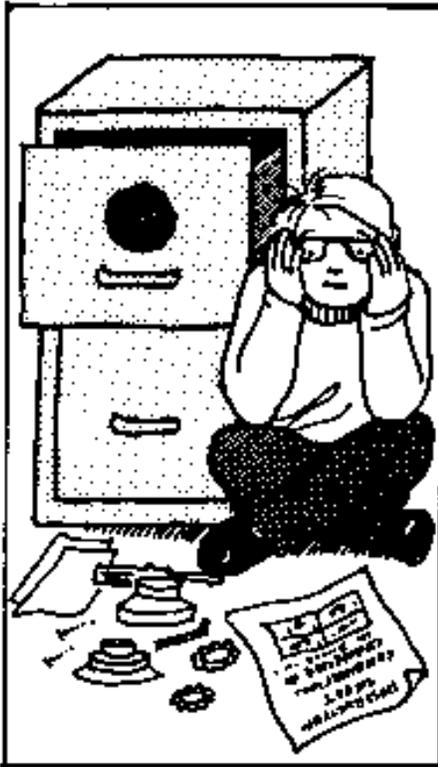
Harold informed Zelda that a combination used in safeguarding classified information and, if used, a 'code word' for the combination are classified information; the classification level is the same as the highest level of information stored in the container. "So '37-24-66' and 'DRAGON' as it relates to 37-24-66 are both SECRET information," he said.

As a final precaution, Harold checked the manufacturer's instructions to be sure that the combination they had selected would not cause problems. He knew that using certain numbers in the first or last set of numbers could lead to the lock not opening sometimes. It turned out that 'DRAGON' was O.K.

WHO MAY CHANGE COMBINATIONS?

It was time to change the combination. Harold knew that only certain persons were authorized to change combinations used in safeguarding classified information:

- A person authorized access to the container's contents,
- The FSO, and
- The FSO's designee.



HAROLD FOLLOWS THE SIMPLE INSTRUCTIONS FOR CHANGING THE COMBINATION.

For the Electric Widget Company, this came down to Harold (as FSO) and Zelda (as all of the rest).

Harold showed Zelda how to change the combination to the cabinet, and Zelda entered 37-24-66 as the new combination. He told her that no one but he or she was ever to change the combination, and she was never to change it unless he asked her to. He stressed that she must never permit an outside locksmith or subcontractor employee to change the combination. Zelda gladly accepted the admonition.

One-Person Facilities

NISPOM 1-203 requires that "a facility at which only one person is assigned shall establish procedures for CSA [Field Office] notification after death or incapacitation of that person. The current combination of the facility's security container shall be provided to the CSA [Field Office], or in the case of a multiple facility organization, to the home office."

SUPERVISION OF CONTAINERS

Harold knew that under **NISPOM 5-308b** when the cabinet held classified material it would have to be *either*

- Under the direct supervision of an authorized person entrusted with the contents*

or

- Locked.

He told Zelda that it would be mainly up to her to supervise the container when it was unlocked, but that if she needed to be away from it for a short time and didn't want to lock it up, she should call him to keep an eye on it.

** To prevent substitution of a padlock used to secure a cabinet, place it inside the open container or lock it to a hasp, drawer, or handle.*

Then he showed her how to lock the cabinet and said that it was a good security practice to rotate the dial at least four times in the same direction. As he turned the dial he chanted a rhyme:

One is pretty safe,
Two is pretty sure,
Three is almost certain
But *four is quite secure.*

And five is closing time, thought Zelda, as she questioned Harold's mental stability.

Harold then produced a sheet of paper and taped it to the side of the cabinet.

ELECTRIC WIDGET COMPANY			
SECURITY CONTAINER RECORD			
DATE	OPENED BY/TIME	CLOSED BY/TIME	CHECKED BY/TIME

He said that she would usually be filling in the first three columns and that he would drop by at the end of the day to double-check that the cabinet was secured.

Then Harold showed her a small sign that read OPEN on one side and CLOSED on the other. He held it near the cabinet and let it go. TING. It had jumped to the cabinet and clung there. "Magnetized," Harold said. He told Zelda the sign would be a helpful reminder for them both.

Zelda was beginning to wonder how many helpful reminders Harold thought she needed. She had already done considerable manual-reading herself. She knew that *a container record was never required*. And *OPEN/CLOSED signs were never required*. Still she approved of Harold's belt-and-suspenders approach to security and did not mind these extras.



SHOULD YOU RECORD THE COMBINATION?

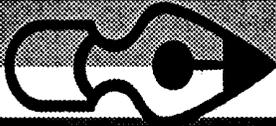
Harold knew that he did not have to keep a record of the container's combination, and he had decided not to keep one. Why? For one thing, it would require a lot of paperwork. He would have to classify the record and mark it according to the highest level of material stored in the container. He would have to update the record whenever the combination was changed. Then, since the recorded combination would be a classified document, he would have to store it in a suitable container. And since he had only one such container (the GSA-approved cabinet), the record would have to go in it.

So what earthly use would the record be? If he and Zelda both forgot the SECRET combination (and he couldn't believe that they would both forget 'DRAGON')

or whatever word they chose later on), where would the record that would remind them be? Locked inside the container, that's where! So Harold concluded that keeping such a record was probably a good idea for a company that had several security containers. But for EWC? No way.

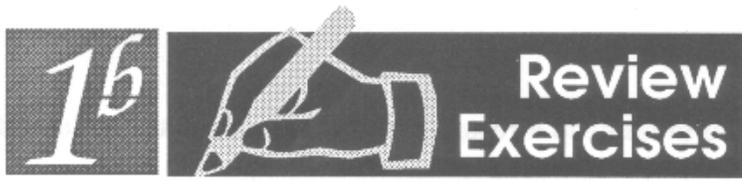
REPORTS ABOUT STORAGE

We'll leave Harold and Zelda contemplating their new arrival and turn to our last topic: reports. As circumstances make necessary, you will need to make certain storage-related reports as shown in the chart. For example, Harold will be submitting a **1-302I** report to the DSS Field Office to notify them of EWC's initial acquisition of an approved storage container.

 REPORTS ON STORAGE				
NISPOM	Report Title	When to Send	Form of Report	To
1-302I	"Change in Storage Capability"	There has been a change in storage capability that would raise or lower the level of classification that the contractor is able to safeguard.	Letter	DIS Field
1-302J	"Inability to Safeguard Classified Material"	There is an emergency that makes the facility incapable of safeguarding classified material.	Fastest means, with follow-up letter	Office

SUMMARY

To be eligible to receive or possess classified material, a facility, in addition to having an appropriate FCL, must also have its safeguarding capability approved by its Field Office. For a facility with SECRET safeguarding capability, three types of material require storage: SECRET and CONFIDENTIAL documents, classified waste, and classification pending material. Facilities within the NISP may use seven types of containers to store SECRET and CONFIDENTIAL material; five of these require supplemental protection when SECRET material is stored in them during nonworking hours. Containers secured by padlocks must be equipped with authorized padlocks. Containers must always be under the direct supervision of an authorized person entrusted with the contents or locked. A combination used in safeguarding classified information and, if used, a 'code word' as it relates to the combination is classified at the highest level of the information stored in the container. Persons knowing the combination of a container or having access to its contents must be kept to a minimum; a record must be kept of their names. If made, the record of a SECRET combination must be safeguarded as a classified document. Combinations must be changed upon initial classified use of the container, change in the employment or clearance status of those knowing the combination, compromise or suspected compromise of the combination or container, Discovery of the container unlocked or unattended, and at other times as deemed necessary by the FSO or Field Office. Only designated employees of the facility may change them. Change in storage capability and inability to safeguard classified material must be reported to the Field Office.



Complete the following exercises for review and practice.
Multiple-choice questions may have one or more correct choices.

1. Which of the following apply to a GSA-approved cabinet?
 - a. The General Services Administration has certified it to withstand certain hazards for specified periods.
 - b. Types include two-drawer, four-drawer and five-drawer.
 - c. It requires no supplemental protection of any kind to store SECRET materials during working hours.
 - d. For use within the NISP, it must be bought new by the using contractor.
 - e. It has a built-in combination lock.
2. "Only a m_____ number of a _____persons" can be permitted to know the combination to a container or to have access to its contents.
3. Which of the following must the record of persons knowing the combination to a container show?
 - a. Name.
 - b. Address.
 - c. Telephone number.
 - d. Date combination was disclosed to the person.
4. When not under the direct supervision of an authorized person entrusted with the combination and contents, a storage container must be _____.

5. You must keep a record of the combination to the lock of any container in which classified information is stored.

() True () False

6. A record of a combination to a lock of a container in which classified information is stored must be

- () a. classified and marked according to the highest category of material stored in the container.
- () b. entered into accountability, if classified SECRET.
- () c. stored in a container authorized for the record's classification category.
- () d. entered into a receipt and dispatch record, if classified CONFIDENTIAL.
- () e. updated whenever the combination is changed.

7. An unrecorded 'code word' (a word chosen or made up as an aid in recalling the numbers of a combination) as it relates to the combination is classified at the same level as the combination itself.

() True () False

8. The combinations to all locks and locking devices used to safeguard classified information must be changed at least once per year.

() True () False

9. The combination to the lock for a container must be changed upon

- a. the initial classified use of the container.
- b. the termination of employment or the withdrawal, suspension, or revocation of clearance of a person knowing the combination.
- c. the compromise or suspected compromise of the container or the combination.
- d. the container's being left and unlocked and unattended.
- e. the FSO's or Field Office's decision that the combination needs to be changed.

10. Which of the following are authorized to change the combinations to locks and locking devices used to store classified information?

- a. the FSO.
- b. a locksmith from outside the facility.
- c. a person authorized access to the container's contents.
- d. the FSO's designee.
- e. a subcontractor employee.

11. In which of these cases would you need to make a report to the Field Office?

- a. You will need to store several cubic feet of CONFIDENTIAL documents and have decided to convert a room in the basement of your facility for this purpose.
- b. You currently store SECRET and CONFIDENTIAL documents in a two-drawer GSA-approved cabinet. You need more storage space, so you have decided to replace the two-drawer model with a four-drawer model.
- c. The subcontractor guards who provide supplemental protection for your SECRET storage during nonworking hours have gone out on strike.
- d. An afternoon thunderstorm has knocked out the electrical power in your area. As a result, the alarm system that provides supplemental protection for your SECRET storage during nonworking hours is not operating. You are told by the power company that service may not be restored before morning.



1. a, b, c, and e. (pp. 1-11-12)
2. minimum, authorized. (p. 1-12)
3. a. (pp. 1-13)
4. locked. (p. 1-16)
5. False. (p. 1-18)
6. a, c, and e. (p. 1-18)
7. True. (p. 1-15)
8. False. (p. 1-13-14)
9. a, b, c, d, and e. (p. 1-13-14)
10. a, c, and d. (p. 1-15)
11. a, and maybe c and d. For the emergencies described in c and d you would safeguard your classified information according to your emergency procedures. Only if you still could not adequately protect your classified material would you need to report to your Field Office. (p. 1-19)