



**United States Department of State
and the Broadcasting Board of Governors
Office of Inspector General**

**Protection of Classified Information
at State Department Headquarters**

Under law, the Office of Inspector General (OIG) has reviewed the Department of State's policies and procedures for protecting classified information at Department headquarters for the 2002, 2003, and 2004 calendar years. OIG also reviewed the Department's compliance with Director of Central Intelligence Directives (DCIDs) regarding the storage and handling of Sensitive Compartmented Information (SCI) material.

During the 2004 calendar year review, OIG found that the Department meets the requirements of the DCID that addresses personnel security. Because of the effective working relationships among the many offices involved, requests for SCI access are processed and granted efficiently. OIG tested the Department's management of SCI access, including the initial requests for access, the processes used to grant SCI access, the indoctrination-briefing program, the periodic security awareness and education program, and the process of removing names from the SCI access roster for individuals no longer requiring SCI access due to employment transfers and terminations.

OIG sampled the Department's records for 60 individuals, including employees, contractors, detailees, and retired annuitants, for whom SCI access was requested during a one-year period. OIG found that the Department properly investigated the candidates' backgrounds, provided indoctrination briefings, provided security awareness and education trainings, and debriefed individuals who no longer needed SCI access. However, OIG also found the Department should:

- Strengthen its filing system for background investigations to ensure that the files contain updated and complete information.
- Consolidate employee travel-reporting requirements into one DS office.
- Monitor the status of a DCID that is now being drafted to replace another DCID and should amend Department policies or procedures as needed when the replacement DCID is issued.

On a positive note, OIG found the Department's policies and procedures effectively enable SCI-indoctrinated personnel to meet DCID requirements concerning travel or assignment to hazardous countries. These policies and procedures advise SCI-indoctrinated individuals regarding requirements to report official and unofficial foreign travel and how to obtain necessary defensive security briefings.

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Fieldwork for this report was conducted by the Office of Security and Intelligence Oversight from April through September 2004. This is an unclassified summary of a full report, which receives limited official distribution.

Office of Inspector General

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