Information Security Basics

This Presentation is UNCLASSIFIED

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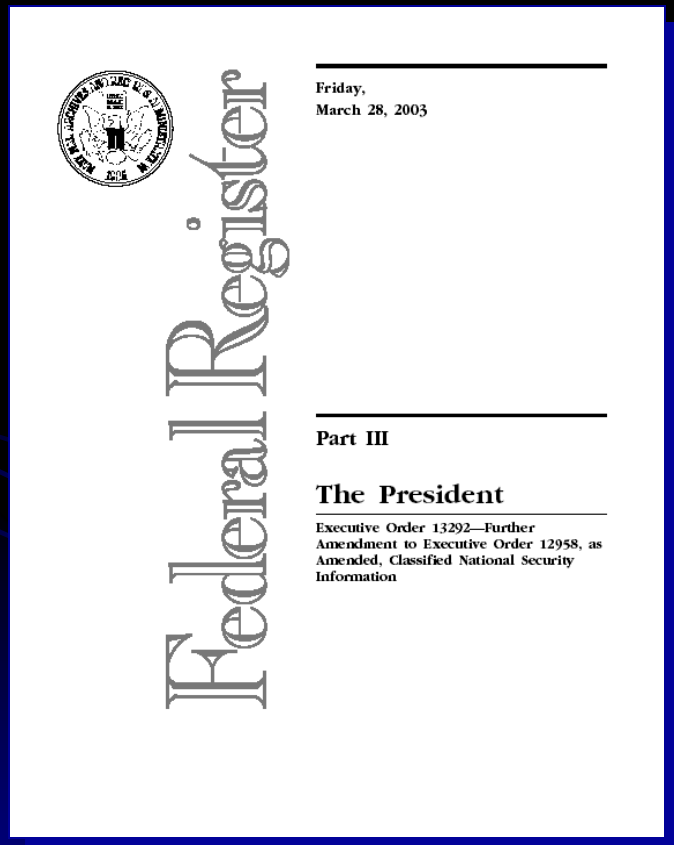
Executive Order 12958


Federal Register

Friday,
March 28, 2003

Part III

The President

Executive Order 13292—Further Amendment to Executive Order 12958, as Amended, Classified National Security Information

All government agencies and individuals with access to Classified National Security (classified) information, are bound by the basic rules and standards set forth for it's handling in Executive Order 12958, which is published in the Federal Register.

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What is Classified Information?

Information is deemed "Classified" when it has been determined that the unauthorized disclosure of that information could be expected to cause some degree of damage to the national security and been designated a level of classification in order to protect it from such disclosure.

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Classification Levels

There are only THREE levels of USG Classification!

TOP SECRET

***Exceptionally Grave* Damage to the National Security**

SECRET

***Serious* Damage to the National Security**

CONFIDENTIAL

Damage to the National Security

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Foreign Govt. Information

Often foreign governments will share sensitive information with our government which must be protected from unauthorized disclosure. The unauthorized disclosure of this information could have many negative repercussions. E.O. 12958 is very specific with regards to what types foreign government information must be provided the same degree of security afforded to USG Classified information.

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Reasons for Classification

In accordance with E.O. 12958, information may only be classified if it involves one or more of the following categories:

a. **military plans, weapons systems, or operations**

b. **foreign government information**

c. **intelligence activities (including special activities), intelligence sources or methods, or cryptology**

d. **foreign relations or foreign activities of the United States, including confidential sources**

e. **scientific, technological, or economic matters relating to the national security, which includes defense against transnational terrorism**

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Reasons for Classification (cont.)

In accordance with E.O. 12958, information may only be classified if it involves one or more of the following categories (cont.):

f. United States Government programs for safeguarding nuclear materials or facilities

g. vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to the national security, which includes defense against transnational terrorism

h. weapons of mass destruction

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Declassification

All information classified must have provisions for automatic declassification. Declassification instructions are applied by the OCA or derived from source information. These instructions can typically be found in the classification instruction block.

Classified By: Joe Dirt
Office Director
Dept of Energy
Reason: 1.4 (a),(d)
Declassify On: 2025 Apr, 25

SECRET

United States Department of State
Washington, D.C. 20520
www.state.gov

MEMORANDUM April 25, 2000

TO: SC/ABC/DEF – Jackie J. Supervisor

FROM: SC/IS/APD – Bill B. Utley

SUBJECT: Note How Subject Line is Also Portion Marked (U)

1. (U) Paragraph 1 contains only UNCLASSIFIED information and therefore bears a portion marking of "U" in parenthesis

2. (S) This paragraph contains information which is classified SECRET and is therefore parenthetically marked with the letter "S" to indicate that. It is also important to note that as this is the highest classification found in this document, the overall classification of the document is also SECRET.

3. (C) This paragraph contains CONFIDENTIAL information and is therefore parenthetically marked with the letter "C" to indicate that.

Classified By: Joe Dirt
Office Director
Dept of Energy
Reason: 1.4 (a),(d)
Declassify On: 2025 Apr, 25

SECRET

Handling Requirements

NEED TO KNOW

A security clearance alone does not guarantee access to classified information. The individual must also have a bona fide need to know the information to accomplish their official duties.

Employees are responsible to ensure that they share classified information under their control only with individuals who have both the appropriate clearance, and a genuine need to know.

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Handling Requirements

Classified information may NEVER be taken home

Classified information shall not be exposed in public in any capacity

- **Classified information shall be properly double wrapped whenever it is moved in public**
- **Utilize cover sheets in high traffic or common areas**
- **Never read or process classified information on a public conveyance (e.g. buses, taxis, cars, planes, metro etc.)**

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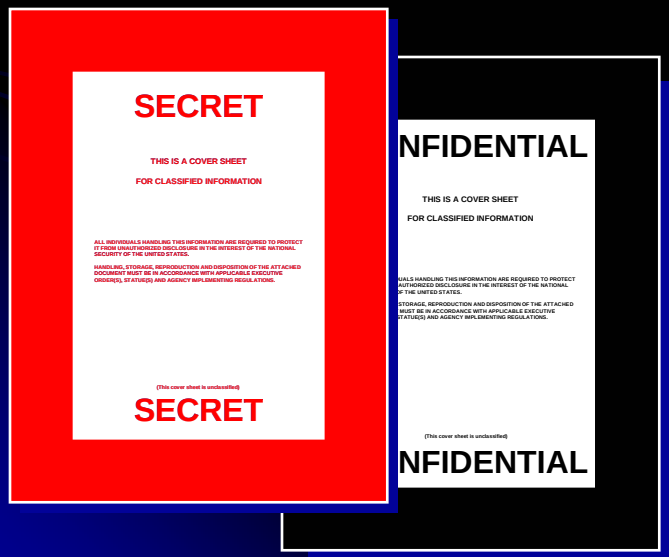
Cover Sheets

TOP SECRET

- ✓ Must have a TS cover sheet and access sheet permanently attached to it
- ✓ Must be accounted for by unit TSCO (Domestically only)



SECRET and CONFIDENTIAL

- ✓ Whenever being transmitted via mail or courier
- ✓ Whenever being moved in public or a common area
- ✓ Whenever discretion requires it

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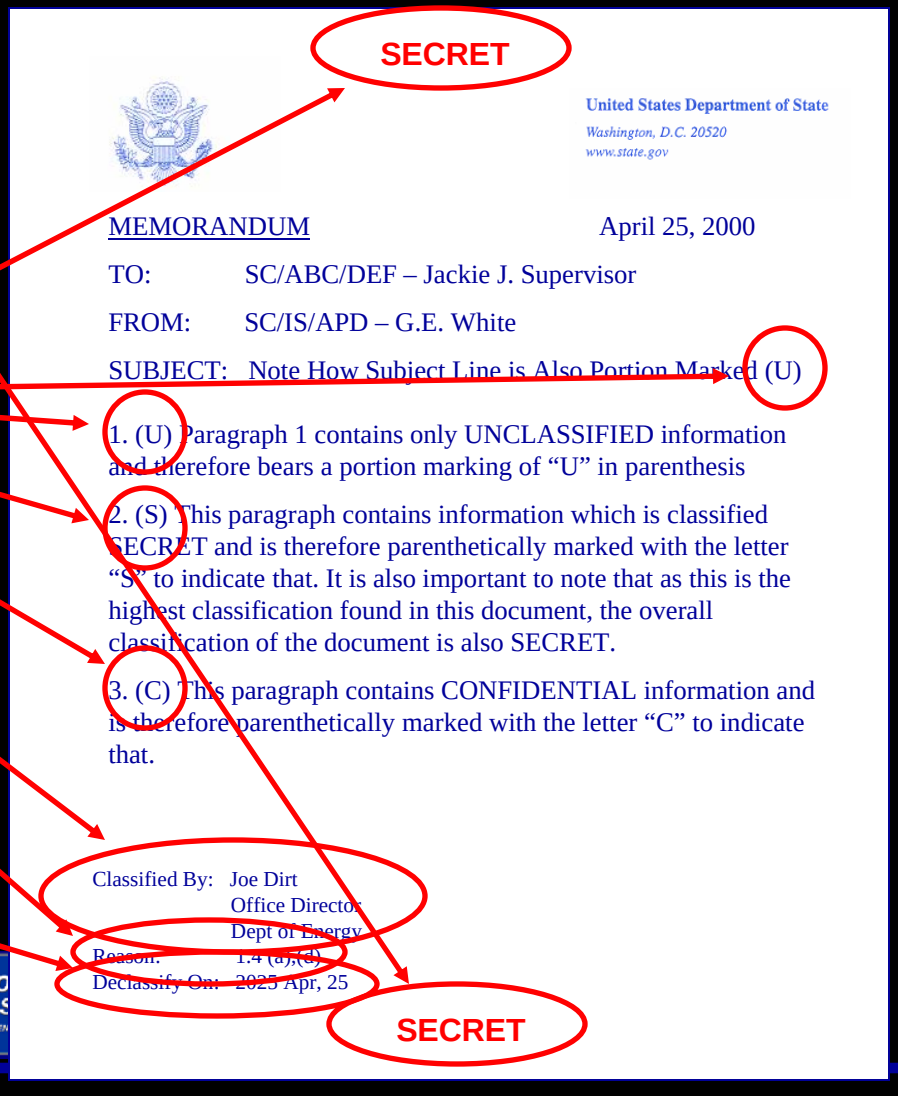
Marking Requirements (Documents)

This sample document includes all essential markings required under E.O. 12958, including:

- ✓ **Overall Classification Marking**
- ✓ **Portion marking**
- ✓ **A "Classified by" line that identifies the classifier by name and position**
- ✓ **A reason for classification**
- ✓ **A "Declassify on" line that provides for the automatic declassification of the document**



Marking Requirements (Computer Media)

All removable, electronic storage media must be marked to indicate classification, including unclassified media. This includes ALL types of removable electronic media (hard-drives, CD-R, floppy disks, etc.).

Markings may be stamped, labeled, or hand-written, so long as they are conspicuous.

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Additional Considerations

Transmittal documents
(FAX covers, memo covers, routing sheets etc.)

- ✓ **Must be marked to indicate the classification of the information being transmitted.**
- ✓ **Unless the transmittal document itself contains classified information it must be marked to indicate that it is unclassified when separated from classified enclosure.**

All working papers (notes, email, Word docs, etc.) must be marked at the highest level of classification contained within them.

Storage Requirements

All classified information must be secured in an approved security container whenever it is left unattended.

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Storage Requirements (Combinations)

The combinations to security containers are classified at the highest level of classified information contained within them. They must be stored appropriately or memorized. Do not attempt to disguise your combo and hide it outside of an approved container!

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Handling Requirements

Never leave classified information unattended and unsecured!

Remember that what constitutes "secured" varies for different types of information (TS, S, & C) and with your location (domestic vs. overseas). See your unit security officer or pertinent reference for storage standards in your facility

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Transmission Requirements

Classified information may only be transmitted via approved secure or encrypted methods. Ensure, not only, that the means of transmission (STU III, STE, courier, etc.) you intend to use is approved at the level you intend to process, but that you are properly instructed in the operation of any encrypting equipment that you may use.

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Double Wrapping

Whenever classified information is moved outside of a secure, USG facility, it must be properly double wrapped to protect it from unauthorized disclosure. A properly double wrapped, classified document should appear outwardly no different than any other official correspondence or package.

The double wrapping does not provide physical protection to the information beyond protection from casual viewing. The information is protected by its anonymity and inconspicuousness.

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Double Wrapping

Ensure that any classified to be wrapped bears appropriate markings and a cover sheet.

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Double Wrapping

Place marked classified material inside opaque envelope and seal. This envelope is the "inner wrapping".

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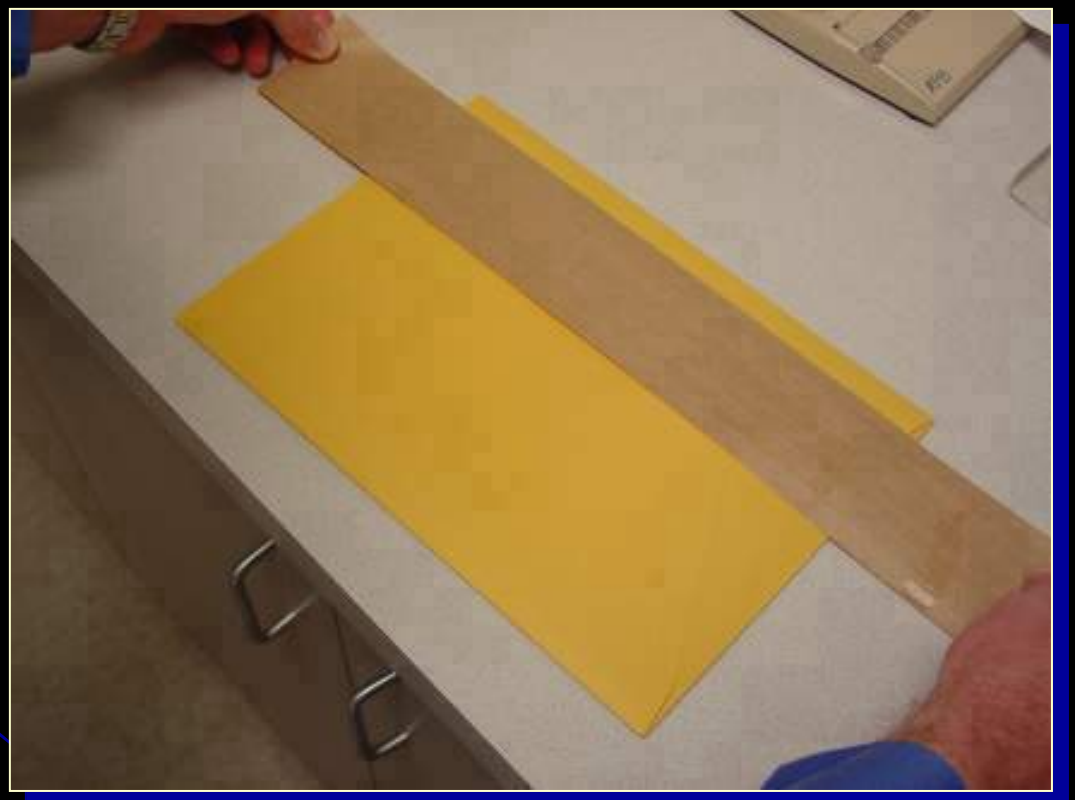
Double Wrapping



Tamper-proof the inner wrapping with tape. Ensure all envelope seams are sealed. There are many types of tape which are appropriate to this task (e.g. duct, packing, acrylic, etc.)

Double Wrapping

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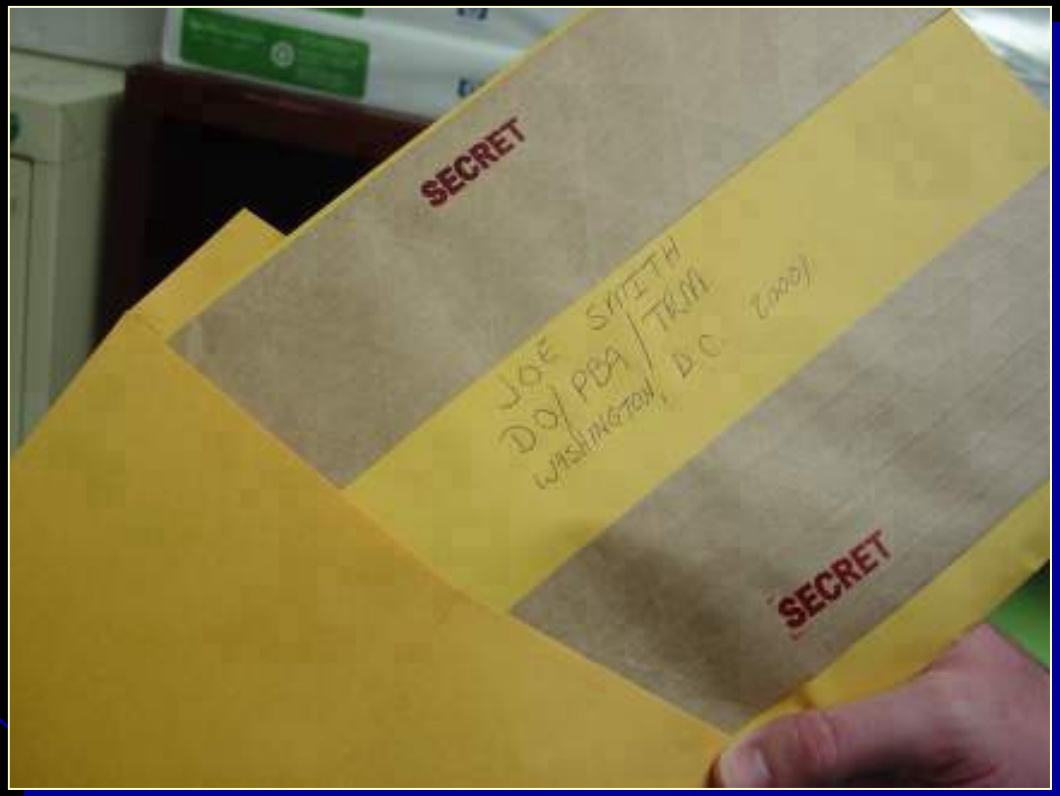
Double Wrapping

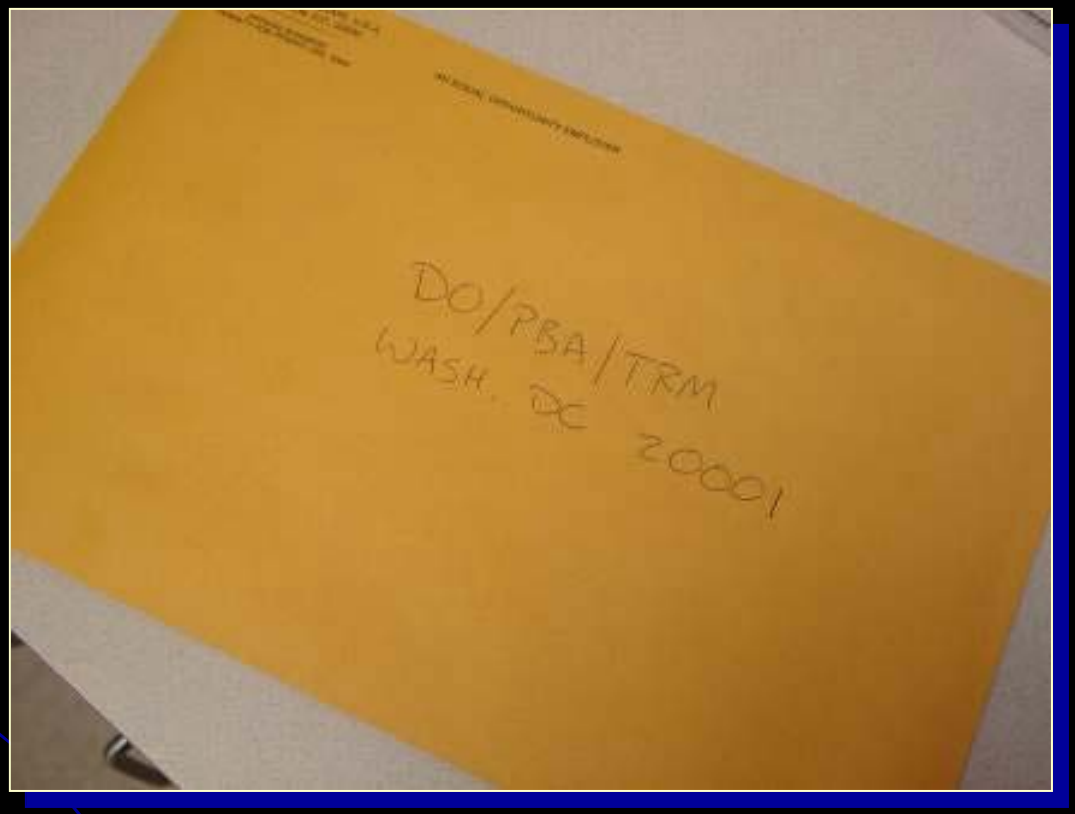
Affix appropriate marking to the inner wrapping. Markings should appear conspicuously on the top and bottom of both the front and back of the inner wrapping.

Double Wrapping



Address inner wrapping to an appropriate recipient by name and insert into another opaque envelope or opaque container with a locking mechanism (briefcase, locking folio, etc.).

Double Wrapping



Address outer wrapping to receiving office and seal envelope normally. Do not include the name of the recipient on the outer wrapping.

Reproduction Requirements

Classified information may only be reproduced on a machine specifically accredited for that purpose. Ensure that the equipment is marked to indicate that it has been accredited to reproduce at the level you intend to reproduce.

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Destruction Requirements

Classified information may only be disposed of in a manner approved for that purpose and accredited at the level of classified information which you intend to destroy. Destruction equipment should bear appropriate markings to indicate this. Approved methods of destruction include cross-cut shredding, incineration (burning), and disintegration.

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Incidents of Security Concern

Incidents of Security Concern are those events which are of concern to the DOE Safeguards and Security Program and which warrant preliminary inquiry and subsequent reporting. Persons who observe, find, or have knowledge or information of a potential incident of security concern must immediately report this information to their HSO or to the Office of Headquarters Security Operations.

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Incidents of Security Concern

Persons discovering potential incidents of security concern; those that involve classified matter, special nuclear material, or other security interests not properly controlled, must take reasonable efforts to safeguard the security interests. They must also act to ensure evidence associated with the incident is preserved.

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Incidents of Security Concern

The party or parties responsible for an incident of security concern must be subject to appropriate administrative actions, including disciplinary measures, retraining, counseling, or other directed actions necessary to reduce the likelihood of recurrence of the incident.

Any disciplinary or adverse actions involving DOE employees must be conducted according to DOE Order 3750.1, *Work Force Discipline*.

- **Security infractions are issued, as appropriate, to document the assignment of responsibility for an incident of security concern. Individuals, whether or not they possess an access authorization, may be issued a security infraction**

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Criminal Incidents

Appropriate Federal (to include the Office of Health, Safety and Security), State and local organizations must be contacted when a violation of law is suspected or discovered.

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END

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