Securing Sensitive and Classified Information

As a member of the DOD you have special responsibilities for the protection of sensitive and classified information. As a user of DOD information systems you need to know what is sensitive or classified information and how to protect it. We are the first line of defense in protecting this information and preventing possible identity theft or a security incident.

Personally Identifiable Information (PII) is an example of sensitive information. It includes information such as Social Security Number, home address, military rank or civilian grade, phone numbers, birthdays, spouse names and other similar information. PII is information that can be used to trace someone's identity.

PII is different from classified information in that PII can be stored and transmitted to unclassified computers. Classified information must be stored and transmitted to computers of like classification. Unit Statistical Reporting (USR) is an example of a potentially classified Secret document. Classified documents should be are marked SECRET at the top or bottom the body of the document may state "CLASSIFICATION: Secret".

If you come across data that is questionably sensitive or classified, in a place it should not be, take the following steps:

1) STOP all computer activity.
2) Call the Help Desk (775) 887-7244 and explain the situation.
**3) Unplug computer from the network and push away.**

The most important role in securing computer PII information involves the encryption of sensitive data. Encryption protects information by making it unreadable in the event an electronic transmission is intercepted. When sending emails. To encrypt emails simply click the "Encrypt" button on the "Message" tab during email composition.
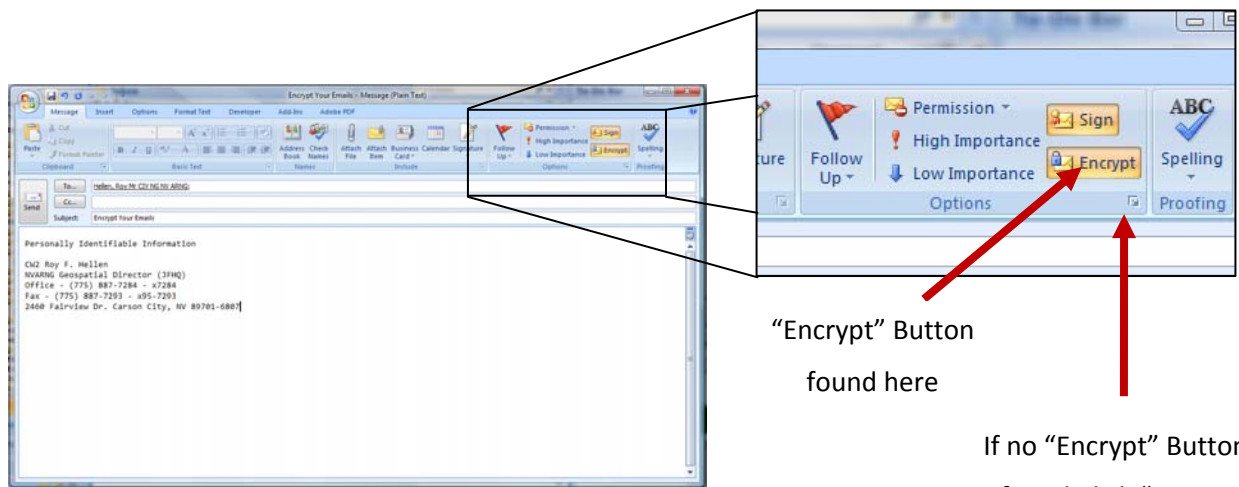

"Encrypt" Button
found here

If no "Encrypt" Button
Is found Click "Options"

If there is no "Encrypt" Button Click "Options", then "Security Settings", Then Check both "Encrypt message contents and attachments", and "Add digital signature to this message". This is a one-time effort once set up your "Encrypt" button will appear for future use.

In "Message Options" click "Security Settings"

Check both:
"Encrypt message contents and attachments"
"Add digital signature to this message"
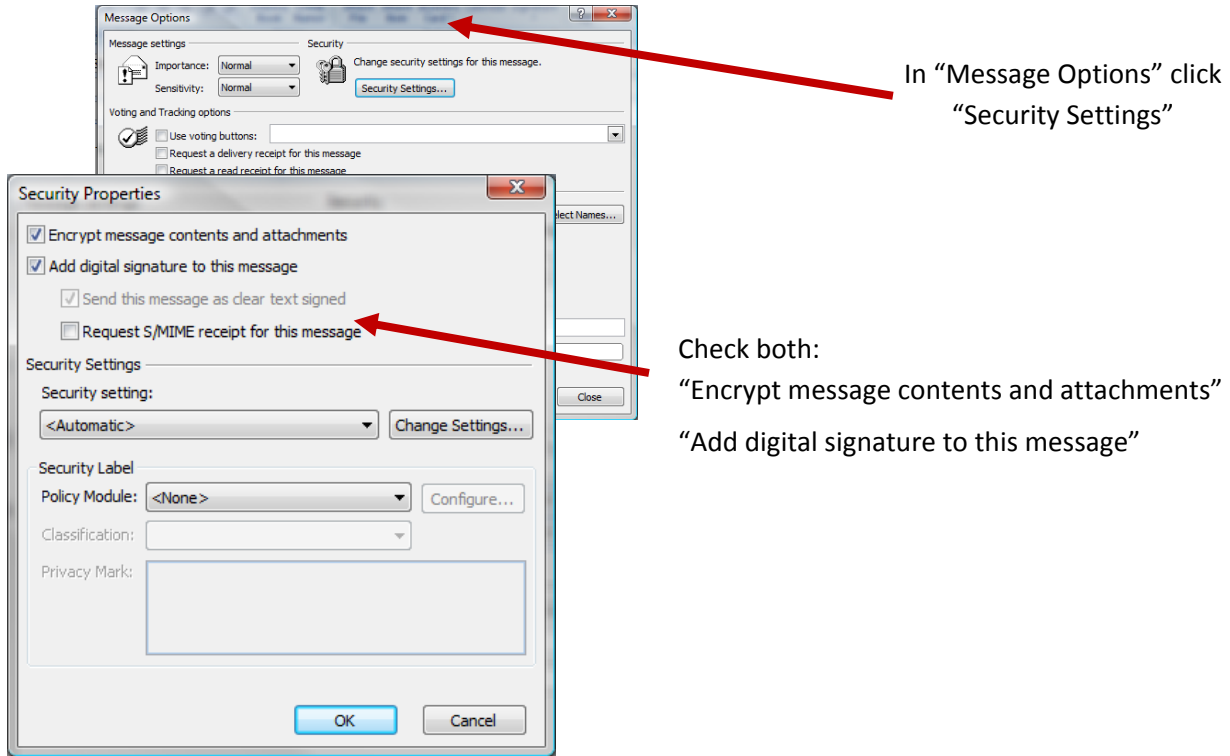
WARNING: YOU CANNOT ENCRYPT EMAIL SENT TO CIVILAIN BUSINESS, STATE AGENCIES OR TO PUBLIC EMAIL ADDRESSES LIKE HOTMAIL, GMAIL, YAHOO ….

WARNING:
Checking the FOUO
DOES NOT ENCRYPT
Email or Attachments
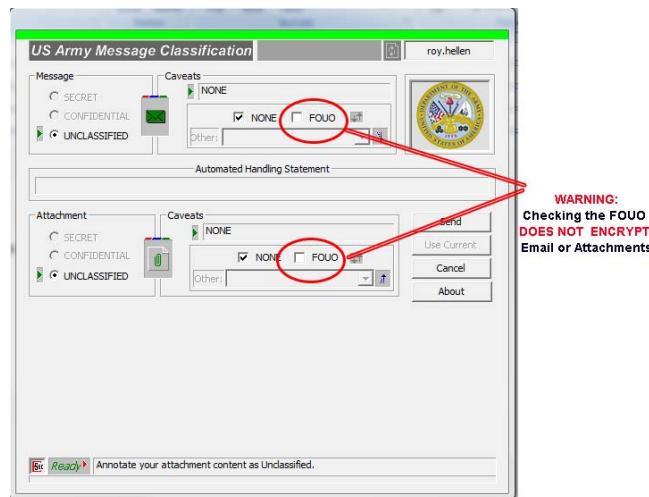
If you need assistance or would like more information about this process – Contact your friendly computer helpdesk support personnel.