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(3)

WHS, Office of Special Security

Annual Security Refresher Training
March, 2014

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PRESENTATION IS UNCLASSIFIED

~~AND FOR OFFICIAL USE ONLY~~

Annual Security Refresher Training

- Administrative Notes
  - Please sign the attendance roster.
- Ground Rules
  - Please feel free to ask questions at anytime during the presentation.

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WHS, OSS Mission Statement

"Provide a proactive and comprehensive security program tailored to meet the complex security requirements associated with the Office of Military Commissions. Serve as the liaison between the Military Commissions and the Intelligence Community".

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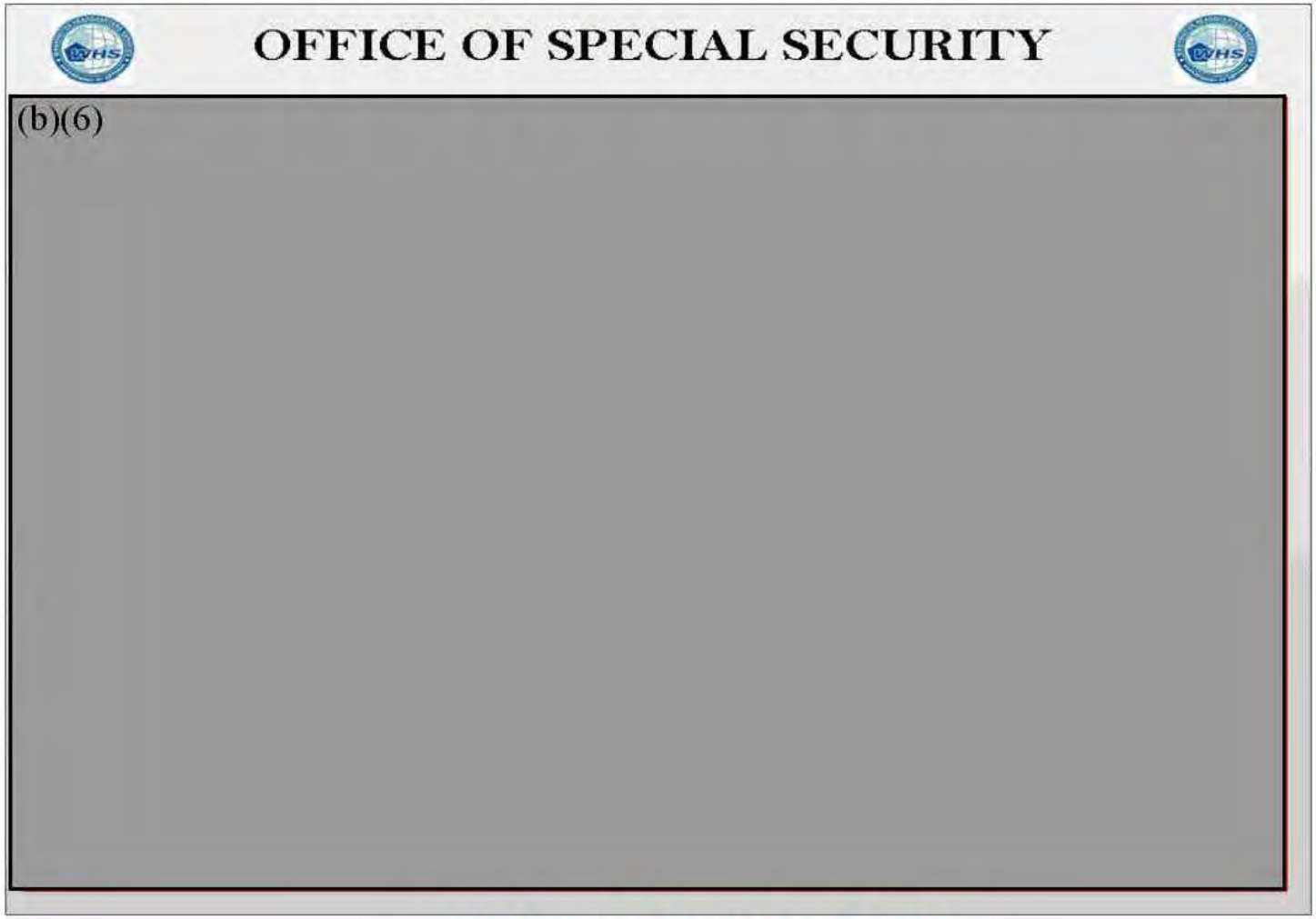
WHS, OSS Organizational Structure



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Adjudicative Requirements
"Whole Person" Concept

Adjudicators look at the "whole person" depicted in the report of investigation. What that means is that they consider all available information, both "good" and "bad," when making clearance decisions and apply the criteria for access to classified or sensitive information.

~~[illegible]~~

Adjudicative Guidelines

- Allegiance to the United States
- Foreign Influence
- Foreign Preference
- Sexual Behavior
- Personal Conduct
- Financial Considerations
- Alcohol Consumption
- Drug Involvement
- Psychological Conditions
- Criminal Conduct
- Handling Protected Information
- Outside Activities
- Use of Information Technology Systems

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Reporting Requirements

- **All OMC Security Clearance Holders are required to report immediately (within 24 hrs.) to WHS, OSS any changes in your personal status that may affect your continued eligibility for access to classified information and/or SCI.**

  - Marital status, cohabitation
  - Address or name change
  - Financial status (significant derogatory or beneficial)
  - Foreign contacts/family members
  - Suspicious contacts
  - Foreign Travel
  - Outside employment
  - Adverse involvement with law, police, court
  - Security violations
  - Mental or emotional problems (except family/grief and PTSD)
  - Alcohol or drug abuse/use

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You Must Report…

- Adverse information on yourself or a co-worker.

- DUI/Drunk and Disorderly
- Domestic Assault
- Civil Litigations
- Divorce
- Short Sale
- Bankruptcy
- Collection Accounts
- Lottery
- Rehabilitation

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Reporting Requirements Cont…

- You Must Report Change of:

Name

Marital Status

Cohabitation

Citizenship

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You Must Report…

- All continuing contacts with foreign nationals, to include shared living quarters, marriage, family and strong obligations of affection. **(THIS INCLUDES DUAL CITIZENSHIPS)**

- Suspicious Contacts with known or suspected Foreign Nationals who:

  - Request classified information
  - Want more information than they need to know
  - Offer compensation for information
  - Act suspiciously

- Suspicious contacts with/by foreign nationals within 24 hours of Foreign Contact to meet requirements per DoDM 5105.21, Vol. 3, Encl 2.

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You Must Report…

- Foreign Travel (official and personal).

Complete the OMC Travel Request Form and submit it to your security representative to receive the required travel briefings.

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You Must Report…

- Any potential employment or service, whether compensated or volunteer, with a foreign government, foreign national, foreign organization, or other entity, or a representative of any foreign interest.

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You Must Report…

- Security Violations/Incidents
  - Loss, compromise, (or suspected loss or compromise) of classified information.
  - Any person who commits a security violation

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You Must Report…

- A lost or stolen badge or Common Access Card (CAC) immediately to WHS, Office of Special Security.
- A lost or stolen Government issued badge immediately to WHS, Office of Special Security.

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You Must Report…

- Potential Espionage Indicators Exhibited by Others

  - Unexplained affluence
  - Keeping unusual work hours
  - Divided loyalty or allegiance to the United States
  - Unreported foreign contacts or travel
  - Disregarding security procedures
  - Attempts to enlist others in illegal or questionable activity
  - Inquiry about operations/projects where no legitimate need to know exists.
  - Unexplained absences

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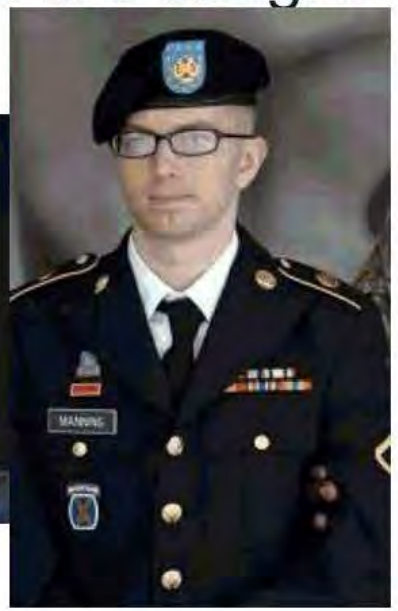
Espionage Penalties

- Violators of the Espionage Law: "will be fined not more than $10,000 or imprisoned not more than 10 years or both."

- Often see cases where more severe penalties are sought:
  - Death penalty
  - Life in prison



Burn Bags

- All paper regardless of classification should be placed in Burn Bag
- Burn Bags must be clearly marked with the highest classification, individuals name and phone number
- Ensure Burn bags are not co-located with trash can

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Suitability Issues

- **Report**
  - Drug or alcohol abuse.
  - Repeated irresponsibility.
  - An "above the rules" attitude.
  - Financial irresponsibility.
  - Extreme immaturity.
  - Willingness to violate the rights of others to achieve ones goals.
  - Accumulating or overwhelming life crises or career disappointments.
  - Willingness to break rules or violations of laws and regulations.

****These issues are more common than espionage indicators and only occasionally identify espionage risk .****

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Operational Security (OPSEC)

General Awareness

- Be aware of surroundings and what is going on around you.
- Observe your environment, note anything out of place or unusual and let someone in Security know.
- Do not wear your badges in public or areas not required.
- Know who is entering the secure space behind you.

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OPSEC and Social Media Networking Sites

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Social Networking Check List

- **Personal Information, do you:**
  - Keep sensitive, work-related information off your profile
  - Keep your plans, schedules and location data to yourself
  - Protect the names and information of coworkers, friends and family members
  - Speak with your children about what to post

- **Before posting data, did you:**
  - Check all photos for indicators in the background or reflective surfaces
  - Turn off "geo tagging"
  - Check file names and file tags for sensitive data

- **Settings and Privacy, did you:**
  - Carefully look for and set all your privacy and security options
  - Determine both your profile and search visibility
  - Set permissions accordingly
  - Verify through separate channels all friend requests

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Classified Collateral Information

- There are three distinct levels of classified information:
  - ~~Confidential~~ - is information, that if compromised could expect to cause damage to national security. The color blue is utilized to indicate ~~Confidential~~ information.

  - ~~Secret~~ - is information, that if compromised, could result in grave damage to national security. The color red is utilized to indicate ~~Secret~~ information.

  - ~~Top Secret~~ - is information, that if compromised, could result in exceptionally grave damage to national security. The color orange is utilized to indicate ~~Top Secret~~.

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~~Sensitive Compartmented Information (SCI)~~

- ~~SCI~~ is Intelligence Sources & Methods, examples:
  - ~~Signals Intelligence (SIGINT)~~
  - ~~Imagery Intelligence (IMINT)~~
  - ~~Human Intelligence (HUMINT)~~
  - ~~Measurement and Signature Intelligence (MASINT)~~
  - ~~Communications Intelligence (COMINT)~~
- Compartments
  - ~~Special Intelligence (SI) – COMINT~~
  - ~~Gamma (G)~~
  - ~~Talent Keyhole (TK) – IMINT~~
  - ~~HUMINT Control System (HCS) – HUMINT~~

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~~Sensitive Compartmented Information (SCI)~~ Cont.

- ~~SCI~~ is indicated with the color yellow and ~~SCI~~ coversheets utilize barber pole striping that corresponds to the compartments:

  - ~~Special Intelligence~~
  - ~~Talent Keyhole~~
  - ~~HUMINT Control System~~
  - ~~Gamma~~
- ~~SCI~~ is regulated by the Intelligence Community Directives or ICD's.

- REGARDLESS OF CLASSIFICATION "~~SI-TK-G-HCS~~" MUST BE STORED ON JWICS/P2P IN OMC SPACES

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~~Sensitive Compartmented Information (SCI)~~ Cont.

- ~~SCI~~ will always have a classification marking of:
  - ~~Confidential~~
  - ~~Secret~~
  - ~~Top Secret~~
- ~~SCI~~ must ONLY be handled via ~~SCI~~ channels regardless of the classification:
  - ~~SCI~~ information may only be utilized in electronic form on a system that has been accredited for ~~SCI~~ or JWICS regardless of the classification.
  - ~~SCI~~ may only be discussed in an accredited Sensitive Compartmented Information Facility (SCIF).
  - ~~SCI~~ may only be handled by personnel who have received a Single Scope Background Investigation (SSBI) and been found eligible for ~~SCI~~ in accordance with ICD 704.

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How should this document be handled?

~~SECRET//NOFORN//MR~~

DEPARTMENT OF HOMELAND SECURITY
WASHINGTON D.C. 20220

MEMORANDUM FOR DCAs January 20 2006
FROM: Security
SUBJECT: Marking Derivatively Classified Documents **(U)**

1. ~~(U)~~ This memorandum reflects the proper marking of an derivatively classified document.

(U) Note how each subject, paragraph, and subparagraph are portion marked.

~~(SECRET)~~ Also note the overall classification conspicuously marked on the top and bottom.

2. **(U)** The "Derived by" line below reflects the name and position of the Derivative Classification Authority. The "Derived From" line reflects the source of classification. Finally, the "Declass on" line reflects the declassification instructions as specified on the source.

Derived From: CIA Report, 5/20/05 Subj: Training
Declass On: 20281031

~~SECRET//NOFORN//MR~~

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~~Special Access Program (SAP)~~

- ~~SAP~~ is a program established for a specific class of classified information that imposes safeguarding and access requirements that exceed those normally required for information at the same level of classification.

- ~~SAP~~ will always have a classification marking of:

  - ~~Confidential~~
  - ~~Secret~~
  - ~~Top Secret~~

- ~~SAP~~ is regulated by *DoD Directive 5205.7, "~~Special Access Program (SAP)~~ Policy,"* and must be clearly marked with the classification and program code word:

~~SAP~~ Cont.

- ~~SAP~~ information, regardless of classification shall be processed only on an information system specifically accredited for ~~SAP~~ processing and operating at a classification level that meets or exceeds the classification level of the ~~SAP~~ data.
- ~~SAP~~ information may only be stored or discussed in an area that has been approved.
- Individuals require special approval and briefings prior to gaining access to ~~SAP~~.

How should this document be handled?

This illustration is **UNCLASSIFIED** and marked for training purposes only.

~~Top Secret/SAR/123~~

DEPARTMENT OF HOMELAND SECURITY
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Derived From: CIA Report, 5/20/05 Subj: Training
Declass On: 20281031

~~Top Secret/SAR/123~~

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Information System Security

- OMC utilizes the following information systems for the processing of classified information.

- ~~Secret~~ Internet Protocol Router Network or (SIPRNET)

  - Process Unclassified, ~~Confidential~~ and ~~Secret~~ information only.
  - User's must have a current ~~Secret~~ security clearance to access.
  - NO ~~SCI~~ or ~~SAP~~ is authorized on our SIPRNET! All of our ~~SAP~~ is at least at ~~Top Secret~~ level.
  - The following sticker is utilized to mark SIPRNET systems:

- Joint World Wide Information Communications System (JWICS)

  - Process Unclassified, ~~Confidential~~, ~~Secret~~, ~~Top Secret~~ and ~~SCI~~
  - User's must have a current ~~Top Secret~~ security clearance w/ eligibility for ~~SCI~~

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Information System Security Cont.

- JWICS is marked with the following sticker:

- Eagle/P2P
  - Process Unclassified, ~~Confidential, Secret, Top Secret, SCI~~ and ~~SAP~~
  - Only system authorized to process ~~SAP~~ information.
  - User's must be read into the appropriate ~~SAP~~ programs in order to have access.

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Other Information Systems

- **BEWARE of this marking!**
- **This sticker is sometimes used for Nato SIPR Information Systems**
- **This sticker is also sometimes used for ~~SAP~~ systems**
- **Always check with the originator before handling anything displaying this Marking, in order to verify the classification, type and handling requirements of the information.**

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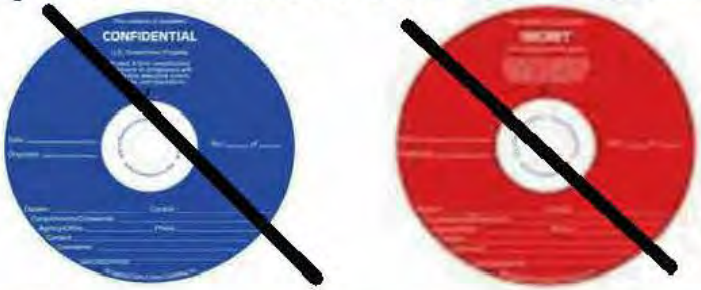
Information System Media

- When possible the following Compact Disc's should be utilized to ensure that classified information is clearly marked.

- ~~Secret~~ Internet Protocol Router Network or (SIPRNET). Utilized for up to Collateral Secret Information only.



- Joint World Wide Information Communications System (JWICS). Utilized for up to ~~TS/SCI~~ only.

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Classified Discovery Discs

- **Classified Discovery must be properly marked:**
- **Examples to follow:**

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Classified Discovery Discs

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Computer System Passwords

- **General Users of Government Information Systems must:**
  - **Protect passwords the same as the highest classification**
  - **Protect passwords by NEVER writing them down. (do not place them in your wallet or your green book)**
  - **Protect passwords by NEVER sharing them**
  - **Protect passwords from inadvertent disclosure**
  - **Report all incidents of actual or alleged unauthorized disclosure to WHS/OSS**
  - **NEVER use the same password for multiple information systems.**

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Security Incidents

- A Security Incident is the act of violating an explicit or implied security policy or regulation.
  - Security Violation - A security violation is a compromise of classified information to persons not authorized to receive it or a serious failure to comply with the provisions of security regulations or this Manual and which is likely to result in compromise. A security violation requires investigation.
  - Security Infraction - An infraction (formerly known as a "practice dangerous to security") is a failure to comply with the provisions of security regulations or this Manual or any other action that causes a potential compromise of classified information.

YOU ARE REQUIRED TO REPORT KNOWN OR SUSPECTED SECURITY INCIDENTS!!!

Managing IT Spillages

Definition: A security incident that results in the transfer of classified or **sensitive (for example, privacy, contract sensitive)** information to unaccredited and unauthorized information systems, applications or media.

Steps to Handle a Spillage

- STOP whatever you are doing! Remain calm
- Safeguard against unauthorized disclosure (enforce need to know policy)
- Take good notes and be prepared to complete a memorandum for record:
  - Who? What? When? Where? Why? How?
  - As detailed as possible
- Report to WHS OSS immediately (Do not report via NIPRNet)

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Remediation Process

- **"Basic" framework for responding to a data spill:**
  - **Assess:** Determine whether a data spill has actually occurred, the sensitivity of the information potentially compromised, and the number of users, systems and applications involved.
  - **Contain:** Identify all information hardware and software systems and applications affected, and execute approved procedures to ensure that the data spilled does not propagate further.
  - **Eradicate:** When authorized execute approved sanitization procedures using approved utilities to permanently remove the data spilled from contaminated information systems, applications, and media.
  - **Recovery:** Use a clean backup media, as-built documentation and approved procedures to recover and restore all affected information systems and applications to an accredited, secure configuration.
  - **Incident Report:** Conducted by OMC Security Professional. Captures sequence of events and makes recommendations to prevent future incidences

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Causes of Security Incidents

- Lackadaisical attitude towards security protocols
- Ineffective awareness and training
- Fatigue
- Materials not appropriately marked
- Loss of attention to detail

Prevention

- Robust Security Education and Training Awareness
- On Site Security Professionals for Each OMC Component
- Clear and Concise Guidance from the Original Classification Authorities
- Accountability

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Impact

MISSION STOPPAGE!!!!!!

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Impact Cont.

- Tax Payer Dollars
- Time (Man hours)
- Compromise of classified information
- Equipment offline
- Loss of Life
- Loss of clearance
  - Memorandums
  - Investigations
- Loss of employment
- Litigation
- Jail

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Prohibited Portable Electronic Devices (PED)

Cell Phones

1.5 & 2-way Pagers

Personally- owned Laptop Computers

PDAs, Blackberry's

Bluetooth Technology

Personally-owned media

Firearms

Explosives

Cameras

Wireless, Infrared, and Radio Frequency devices

Noise Canceling Headphones

Audio Recording Devices

GPS

MP3 Players

Satellite Radios

Microphones

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Hand-Carrying Classified (Courier)

- Should be a last resort.
- Must have a valid courier card or letter
- Plan in advance if possible
- Commercial aircraft letter when flying
  - This is required to courier to GTMO
- When Couriering:
  - Double Wrap
  - Arrangements for overnight storage
  - Verify clearance receiving personnel and facilities prior to travel.

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SF 702

SECURITY CONTAINER CHECK SHEET

TO (if required)	THRU (if required)

CERTIFICATION

I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.

MONTH/YEAR

DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (if required)	
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME

FOLD HERE - REVERSE FOLD FOR FULL USE OF BOTH SIDES - FOLD HERE

SECURITY CONTAINER CHECK SHEET

FROM	ROOM NO.	BUILDING	CONTAINER NO.

CERTIFICATION

I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.

MONTH/YEAR

DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (if required)	
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME

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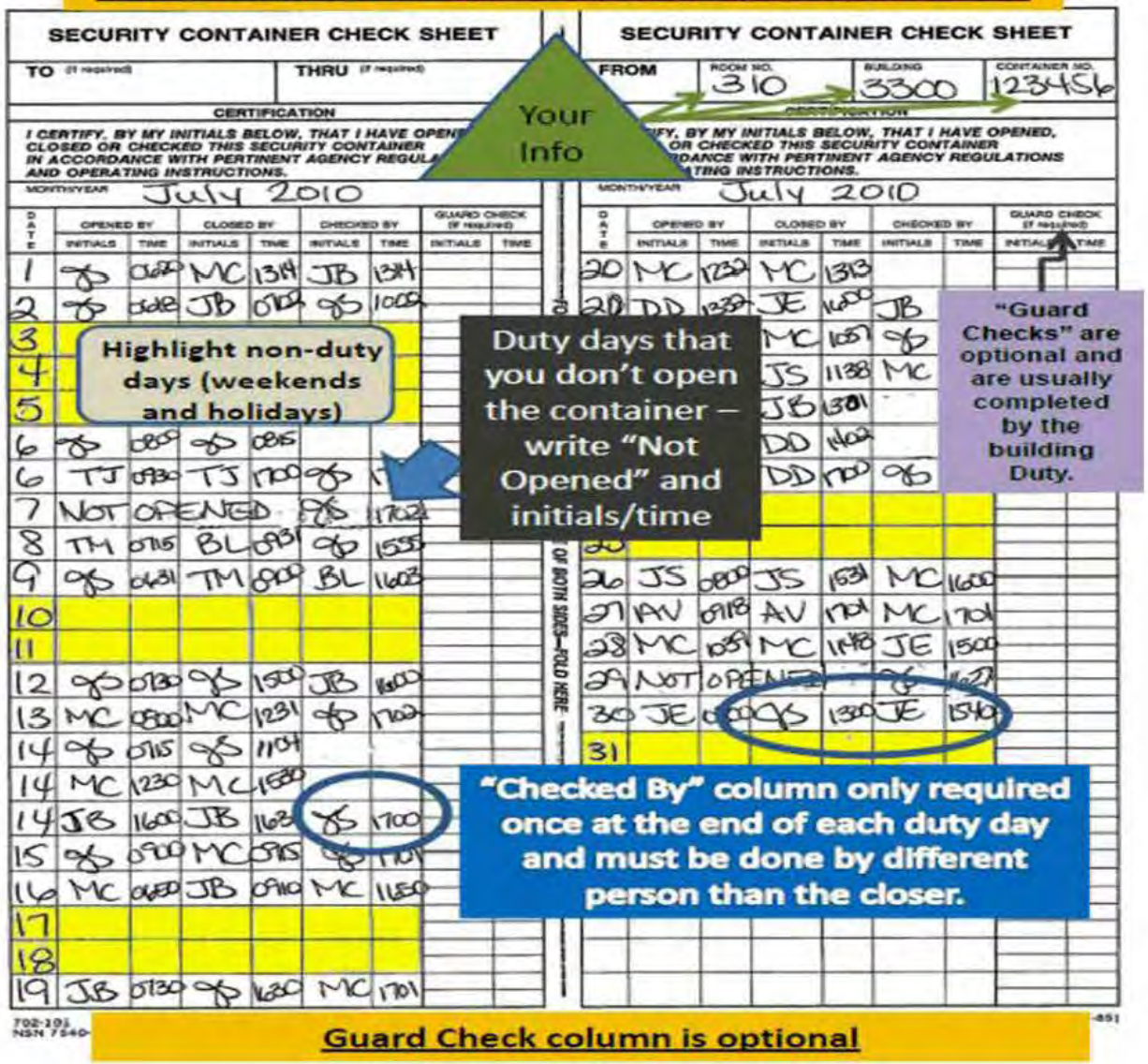
How to Complete the SF 702

All days must be accounted for and each open/close must be annotated. However, do not pre-fill the dates.



Guard Check column is optional

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WASHINGTON HEADQUARTERS SERVICES

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SF 701

ACTIVITY SECURITY CHECKLIST	DIVISION/BRANCH/OFFICE	ROOM NUMBER	MONTH AND YEAR
Irregularities discovered will be promptly reported to the designated Security Office for corrective action.	Statement I have conducted a security inspection of this work area and checked all the items listed below.		

TO *(If required)*

FROM *(If required)*

THROUGH *(If required)*

ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1. Security containers have been locked and checked.																															
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.																															
3. Windows and doors have been locked (where appropriate).																															
4. Typewriter ribbons and ADP devices (e.g., disks, tapes) containing classified material have been removed and properly stored.																															
5. Security alarm(s) and equipment have been activated (where appropriate).																															
INITIAL FOR DAILY REPORT																															
TIME																															

What is the largest threat we face today?

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YOU!

Insider Threat

~~TMP: UNCLASSIFIED//FOUO~~

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YOU CAN MAKE A DIFFERENCE!

Security is a team effort… Your diligence in promptly reporting concerns and adhering to your agency's security policies and procedures will ensure the integrity of national security. As a team, we can protect our war fighters, colleagues and families from potential harm.

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QUESTIONS?

THANK YOU FOR ATTENDING.

Please **do not forget** to sign **legibly** on the attendance roster.

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