Center for Development of Security Excellence

CDSE

Learn. Perform. Protect.

Security Education and Training Requirements

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Information Security Webinar

CDSE

Security Education Requirements

Host: Lisa Rainey, SAPPC

Information Security Curriculum Manager, DSS - CDSE

- Distinguished career-security professional
- Security Asset Protection Professional Certification (SAPPC)
- Retired US Army
- Security Manager/Antiterrorism Officer
- Physical Security Program management
- Personnel Security Program management
- Mobilization/Readiness management
- OPSEC Officer
- Contracting Officers Representative

Administrative Announcements

CDSE

- **Use the Q & A box to ask questions.**
- **These slides can be downloaded. Select the file in the File Share box below.**
- **Enclosure 5 of Volume 3 DoD Manual 5200.01 is also provided in the File Share box.**
- **This webinar will present poll questions.**

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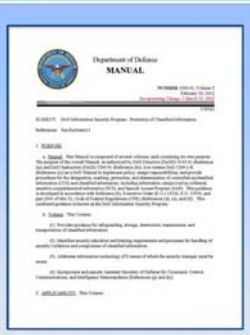
Poll 1

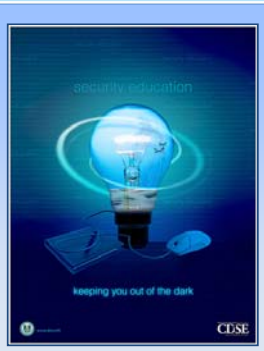
DoDM 5200.01, Vol. 3, Encl. 5


Department of Defense
MANUAL

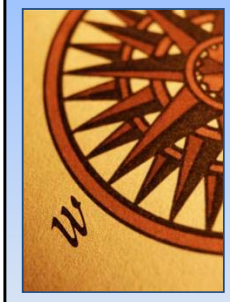
Personnel receive security education and training that:

- Provides necessary knowledge and information
- Promotes understanding, awareness, and motivation

Security Education and Training Resources



Initial Orientation



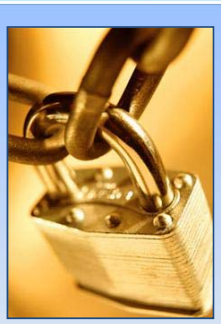
Intended to:

- Define classified information and CUI
- Understand policies and principles
- Know your responsibilities and sanctions
- Provide proper protection
- Review of *all* unclassified information before release

Initial Orientation

Include:

- Names of senior agency official and activity security management personnel
- Their responsibilities
- If involved in protecting classified or CUI



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Initial Access Training

- Policies and principles
- Derivative classification practices, to include:
  - Classification levels
  - Damage criteria
  - Conditions and restrictions
  - Proper response when questioned about open sources

Poll 2

Initial Access: Safeguarding Training

- Methods and procedures for using, storing, reproducing, transmitting, disseminating, and destroying classified information
- Protection if emergency evacuation
- Procedures for improperly protected information

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Poll 3

Initial Access: Security Classification Guides

- Guidance for program, system, operation or weapon system elements
- Classification levels, reasons, duration of classification
- Other special guidance

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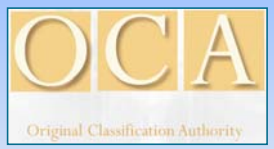
Initial Access: Security Classification Guides

- Must be approved and signed by an OCA
- Used as the authoritative source for derivative classification
- Ensures classification consistency for same types of information



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Obtaining Classification Guidance

1. Security manager and/or program or project office
2. Defense Technical Information Center at www.dtic.mil
3. Higher headquarters office

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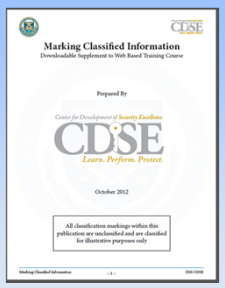
Initial Access: Marking

- Applying authorized markings
- Levels, duration, and sources of classification
- Observing and respecting OCA decisions
- Maintaining lists of sources

DOD Manual 5200.01, Vol. 2



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Initial Access: Marking

- Control markings
- Challenging classification decisions
- Downgrading or declassifying
- Marking and sharing "working papers"

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Initial Access: Security Incident Training

- Security incidents, violations, and compromises
- Disseminating classified information

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Poll 4

Initial Access: Information Assurance Training

- Use of information systems
- Procedures for marking, handling, storage, transportation, and destruction
- Using removable storage
- Unauthorized disclosure

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Chat Question

Can you identify some situations that may require special training requirements?

Enter your responses in the chat box.

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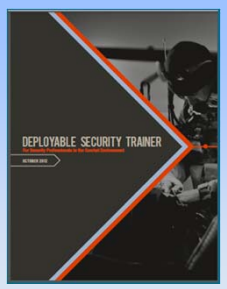
Special Training Requirements

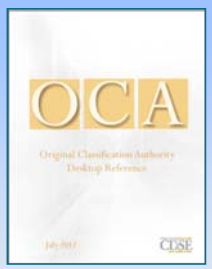
1. Foreign travel or association
2. Escort, hand-carry, or courier
3. Special control or safeguarding
4. International or acquisition programs
5. FGI, coalition or bilateral environments



OCA Training

- OCA Training documented
- Training required for personnel preparing recommendations
- Training must address
  - Responsibilities
  - Classification principles
  - Safeguarding
  - Criminal, civil, and administrative sanctions

DOD Manual 5200.01, Vol. 3, Encl. 5, Sec. 5



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Declassification Authority Training

- Declassifying information
- Declassification guides
- Component declassification plan
- Declassification database
- Referral process

DoD Manual 5200.01, Vol. 3, Encl. 5, Sec. 6

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Annual Refresher Training

- Reinforces the 3 "p's"
- Foreign Intel threats & techniques
- Espionage/Unauthorized disclosure
- Changes in security policy
- Self-inspection concern

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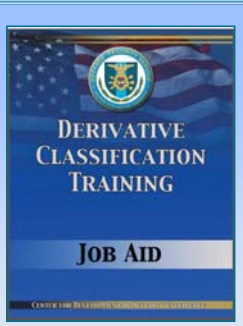
Annual Refresher Training

OCAs:
- Training required annually

Derivative Classifiers:
- Training every two years

Declassification Authorities:
- Training every two years

Be sure to track training you've conducted!



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Continuing Security Education and Training

READ & INITIAL

- I have read and understand the material presented to me in this briefing. I will abide by the DoD Security Policy and the NISPOM as applicable. I understand that if I commit a Security violation, I will be held responsible and subject to sanctions.

- Print name:____John Dough_____
- Signature:_____*John Dough*_____
- Date:_____Today_____

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Termination Briefings

- Emphasizes continued responsibility
- Reporting instructions
- Retention of classified/CUI
- Public release review
- Reinforces civil and criminal penalties

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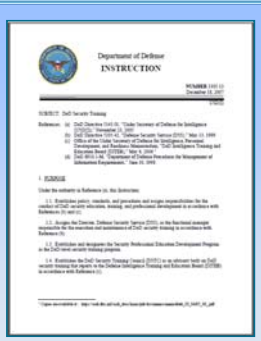
Management and Oversight Training


Department of Defense
INSTRUCTION

- Original and derivative classification
- Classification/Control markings
- Downgrading and declassifying
- Safeguarding
- SCG's and declassification guides
- Access Control
- Incident Reporting
- Requirements for creating, maintaining, and terminating SAPs

DoD Manual 5200.01, Vol. 3, Encl. 5, Sec. 10

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Management and Oversight Training

- Certification & Accreditation of Secure Networks
- Declassification reviews
- Program Oversight & Self-inspections

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Program Oversight

Remember:

- Training must be evaluated
- Training records maintained
- Assess quality and effectiveness

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Contacts and Resources

- Access CDSE Job Aids OCA Desktop Reference, Marking Classified Information, and Deployable Security Trainer at http://www.cdse.edu/resources/supplemental-job-aids.html
- A handout and frequently asked questions from this webinar will be posted at http://www.cdse.edu/catalog/webinars/security-education.html
- Email information security training related questions to DSS at informationsecurity.training@dss.mil

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