


Center for Development of Security Excellence
CDSE
Learn. Perform. Protect.



**Storage of Classified Information
DoD Information Security Program**



 **Information Security Webinar** 

Storage of Classified Information

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Information Security Course Manager,
DSS - CDSE






- Gained experience in the security profession throughout Naval service in roles such as Security Specialist and Assistant Security Manager
- Security Asset Protection Professional Certification (SAPPC)
- Experienced Navy Chief
- Master Training Specialist and Navy Military Training Instructor
- B.S. in Workforce Education, Training and Development from Southern Illinois University

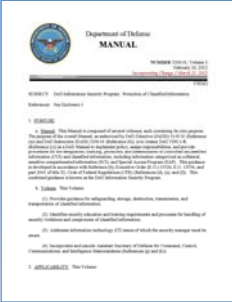
 **Administrative Announcements** 

- Use the Q & A box to ask questions.
- These slides can be downloaded. Select the file in the File Share box below.
- DoD Manual 5200.01 Volume 3 Enclosure 3 is also downloadable in the File Share box below.
- Use "Full Screen" to view detailed slides.
- This webinar will present poll questions.



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 **Poll 1** 


 **DoD Manual 5200.01, Vol. 3** 



“Classified information shall be secured under conditions that are adequate to deter and detect access by unauthorized persons.”

 **Classified Storage** 

Classified materials are NOT stored with items such as weapons, funds, jewels, precious metals, or drugs.



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Storage Standards CDSE




General Services Administration
Standards, specifications, and supply schedules for classified information security devices




Director of National Intelligence
Security requirements for Sensitive Compartmented Information Facilities (SCIFs)

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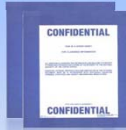
Classified Cover Sheets CDSE



SF 703



SF 704




SF 705

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SF 701 CDSE

The SF 701 is an end-of-day security checklist used in facilities that have security containers.




SF 702 CDSE

The SF 702 records the security container's opening and closing.


It provides an audit trail for the container:

- Who opened
- When opened
- How often opened



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SF 700 CDSE



Authorized means of safely recording a container combination

Stored separately from the container **Required for every security container**

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SF 700 Part 1 CDSE


Unclassified and Contains Personally Identifiable Information **Sealed in an Opaque Envelope and Marked** **Attach to Inside of Security Container (normally back of control drawer)**



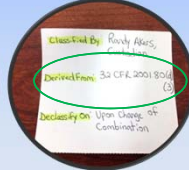
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SF 700 Part 2 CDSE


Contains security container combination and classified at the level authorized for storage



Requires derivative classification authority box




Kept in security container authorized to store same level of classification



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Working at Home CDSE

When mission critical, individuals may remove classified information and materials for work at home.



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Work at Home Authorization CDSE

Able to authorize removal of **Top Secret information for work at home**

Chairman of the Joint Chiefs of Staff

Appointed senior agency officials



Secretary of Defense





Secretaries of Military Departments

Combatant Commanders

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 **Work at Home Authorization** 

DoD Components are able to authorize removal of **Secret and **Confidential** information for work at home.**


This authority will not be delegated below the major command or equivalent level.

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 **Residential Work and Storage** 

Use a GSA-approved security container for storage of classified information.

Written procedures must provide for protection of information, including a record of classified information authorized for work at home.




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 **Classified IT Systems at Home** 

Reference DoD Manual 5200.01, Volume 3, Enclosure 7, Section 7 regarding use of classified IT Systems.

All residential classified network connections must be certified and accredited in accordance with DoD Instruction 8510.01.



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 **Foreign Country Work** **CDSE**



For work at home in foreign countries, the residence must be in a specific location where the U.S. enjoys extraterritorial status, such as:

- Embassy
- Chancery
- Consulate compound
- U.S. military installation

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 **Poll 2** **CDSE**

 **Lock Specifications** **CDSE**

Must conform to Federal Specification FF-L-2740



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 **CDSE Lock Resources** 

CDSE Security Short

DoD Locks Approved to Safeguard Classified and Sensitive Materials



CDSE Training Videos

Changing the Combination of S&G 2740 Locks



Operating S&G 2740 Locks





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 **Classification Level Storage** 



Classified material is stored by classification level.


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 **Top Secret Storage** 


Top Secret information must be stored in a GSA-approved security container.

Supplementary Controls:

- Inspection every 2 hours or
- Location protected by an intrusion detection system (IDS)





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 **Top Secret Storage** 


- Lock must meet FF-L-2740 specifications
- Area has security-in-depth



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 **Top Secret Storage** 

- Open storage area (secure room)
- Must meet construction requirements
- Intrusion detection system (IDS) with personnel responding within 15 minutes or 5 minutes if security-in-depth not determined



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 **Top Secret Vault Storage** 



GSA-approved modular vault must meet requirements in Appendix 3.

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 **Field Storage of Top Secret Info** 

Military commanders judge the use of storage devices to prevent unauthorized access of Top Secret information.


They employ risk management methodologies to determine appropriate safeguards.





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 **Secret Information Storage** 

- Any Top Secret methods are acceptable
- Store in GSA-approved containers built to specifications indicated in Appendix 3, excluding supplemental controls




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 **Secret Information Storage** 

Open storage area meeting Appendix 3 requirements.

Supplemental Controls:


- An employee cleared to Secret inspects once every 4 hours, or
- Location protected by an intrusion detection system (IDS) with response in 30 minutes



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Secret Information Storage CDSE

- Store in a secure room approved prior to October 1, 1995
- Reassessment of requirement by October 1, 2013
- Room must have security-in-depth





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Storage of Classified Info CDSE

CDSE Security Short

Classified Storage Requirements

<http://www.dss.mil/cdse/shorts/information-security.html>


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Risk Management CDSE

Perform a risk assessment to help select appropriate supplemental controls.

Consider:

- Criticality
- Sensitivity
- Value of information stored



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New Equipment Procurement CDSE



Procure from items listed on the GSA Federal Supply Schedule



DoD Lock Program Technical Support Hotline
 1-800-290-7607 or
 DSN 551-1212
<https://locks.navfac.navy.mil>

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External Markings CDSE

Security Container 1



Security Container 2




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Storage Area Entrances CDSE

Personal characteristics that can be used for identity verification:

1. Fingerprints
2. Hand geometry
3. Handwriting
4. Iris scans
5. Voice
6. Facial recognition



From DoD Manual 5200.01, Vol. 3, Appendix to Enclosure 3, page 50

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 **Instructor-Led Training** 






Information Security Management

- Mid-level course provides a comprehensive review of the DoD Information Security Program
- Requires functional working knowledge of the DoD Information Security Program



www.dss.mil/cdse/catalog/classroom/IF201.html

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 **Questions** 



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 **Contacts and Resources** 

A handout and frequently asked questions from this webinar will be posted at:
<http://www.dss.mil/cdse/catalog/webinars/storage-classified-information.html>

You may also email information security training related questions to DSS at informationsecurity.training@dss.mil.

Thank you for attending the CDSE Information Security Webinar.

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