

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



**Transmission and Transportation Requirements
DoD Information Security Program**

 **Information Security Webinar** 

Storage of Classified Information

Host: Treva Alexander, SAPPC
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.
- Enclosure 4 of DoD Manual 5200.01 and two Job Aids are 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. 4** 



Transmitting and transporting classified information:

- Maximize accessibility of classified information
- Minimize risk of compromise
- Use most cost effective means

 **Poll 2** 

 **Dissemination Outside DoD** 

 

 

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 **Dissemination Outside DoD** 

BEFORE **ON or AFTER**

June 27, 2010

Documents may not be disseminated outside of DoD without originator's consent.

Documents whose classification is derived from documents created prior to this date shall not be disseminated outside of DoD without originator's consent.

 **Dissemination Outside DoD** 

Dissemination of classified information to state, local, tribal, and private sector officials pursuant to E.O. 13549 shall be in accordance with implementing guidance issued by the Department of Homeland Security.

E 1000

Presidential Documents

Federal Register
Vol. 75, No. 162
Monday, August 20, 2010

Title 3—
The President

Executive Order 13549 of August 16, 2010
Classified National Security Information Program for State, Local, Tribal, and Private Sector Entities

By the authority vested in me as President by the Constitution and the laws of the United States of America, in order to ensure the proper safeguarding of information shared with State, local, tribal, and private sector entities, it is hereby ordered as follows:

Section 1. Establishment and Policy.

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Secure Communications CDSE

Facsimile (Fax) Transmission

Ensure:

- Recipient has the appropriate clearance and a need-to-know.
- Secure connection is at the appropriate level of classification for the information being transmitted.



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Secure Communications CDSE

CONFIDENTIAL (For Training Purposes Only)
UNCLASSIFIED WHEN CLASSIFIED ATTACHMENTS REMOVED

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508 Elkridge Landing Road
Linthicum, MD 21090

Fax

To: Jack Frost, National Defense Center **From:** Snow Man

Fax: 888-125-4567 **Pages:** 2

Phone: 888-987-8543 **Date:** 17 JAN 2013

Re: MISSION OPS **cc:**

Urgent For Review Please Comment Please Reply Please Recycle

• **Comments:**

Secure Communications CDSE

Facsimile (Fax) Transmission

Documents transmitted by fax shall have all markings required for a finished document, and shall be controlled and safeguarded by the recipient accordingly.



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 **Secure Communications** 

Telephone

- Use approved secure telephones.
- Ensure secure connection is at the appropriate classification level.



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 **Material Preparation** 

Using Envelopes, Wrappings, or Containers



- Minimize risk of accidental exposure or undetected deliberate compromise
- Should not be in direct contact with the inner envelope or container

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 **Material Preparation** 

Using Envelopes, Wrappings, or Containers



Outer envelope:

- Address to official U.S. Government activity or DoD contractor
- Show complete return address of the sender

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 **Material Preparation** **CDSE**

Using Envelopes, Wrappings, or Containers



Inner envelope:

- Address of receiving activity
- Address of sender
- Highest classification level of contents
- Any special instructions

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 **Material Preparation** **CDSE**

Using Envelopes, Wrappings, or Containers



DO NOT place a classification marking or any other unusual marks on the outer envelope.

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 **Material Preparation** **CDSE**

Using Envelopes, Wrappings, or Containers

An inner envelope may not be needed if classified material is an accessible internal component of an item of equipment.



 **Material Preparation** 

Using Envelopes, Wrappings, or Containers

If classified material is an inaccessible internal component of an item of equipment, the outside body may be considered a sufficient enclosure.



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 **Material Preparation** 

Using Envelopes, Wrappings, or Containers

If classified material cannot be packaged and the shell or body is classified, it must be concealed with an opaque covering.



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 **Poll 4** 

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 **Hand-Carrying** 

Using Briefcases or Zippered Pouches

On the outside of the briefcase or pouch, clearly and recognizably display:

- Name and street address of sender
- Name and telephone number for point of contact within the sending activity



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 **Hand-Carrying** 

Using Briefcases or Zippered Pouches

- Serially number the pouch or briefcase and clearly display this serial number on exterior surface.
- Lock the briefcase or pouch and place key in a separate sealed envelope.



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 **Hand-Carrying** 

Using Briefcases or Zippered Pouches

Store according to the highest classification level and any special controls applicable to its contents.



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 **Hand-Carrying** **CDSE**

Using Briefcases or Zippered Pouches

Ensure the authorizing activity maintains an internal key tracking system.



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 **Hand-Carrying** **CDSE**

When is Hand-Carrying Authorized?



- Operationally necessary
- Cannot be sent electronically
- Hand-carry authorized by appropriate official
- Hand-carry accomplished by approved carrier
- Escort retains custody and physical control
- Arrangements made for secure storage

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 **Hand-Carrying** **CDSE**

Hand-Carrying Responsibilities



Individuals must be informed of their security responsibilities through a briefing or written instructions.

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 **Hand-Carrying** **CDSE**

Hand-Carrying Responsibilities

1. The individual is liable and responsible.
2. The material is not to be left unattended, opened, discussed or disclosed in any public place.
3. Carrier shall not deviate from travel schedule.
4. In an emergency, the individual shall protect the material.
5. All travel documents must be complete, current, and valid.

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 **Hand-Carrying** **CDSE**

Customs, Police, and Immigration

If a search is conducted:

- Show only as much contents as needed.
- The official shall assist with repacking.
- Senior official must provide evidence of opening.
- Material shall be inventoried and the courier will carry a copy.
- Courier will return all classified material in a sealed package.

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 **Poll 5** **CDSE**

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 **Hand-Carrying** **CDSE**

Authorization

DD Form 2501 may be used according to the following:

1. Recurrent need to hand-carry classified information.
2. Appropriate official signs the form.
3. Issued no more than 2 years at a time.
4. Hand-carrying SCI or SAP information shall be according to established procedures.

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 **Hand-Carrying** **CDSE**

Receipts

Serve two purposes:

1. Document transfer of security jurisdiction
2. Alert recipient government that information is transferred and must be protected



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 **Contacts and Resources** **CDSE**

- Access the CDSE video for packaging classified documents at <http://www.cdse.edu/resources/supplemental-videos-packaging.html>
- Access a handout and frequently asked questions from this webinar at <http://www.cdse.edu/catalog/webinars/transmission-transportation.html>
- Email information security training related questions to DSS at informationsecurity.training@dss.mil

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 **Awareness Posters** 

www.cdse.edu/resources/posters.html

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