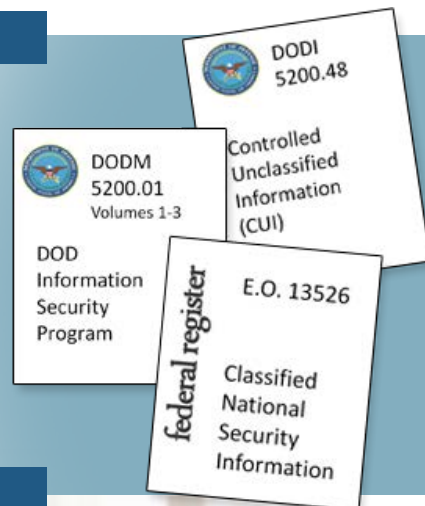


DOD Activity Security Practices Job Aid

All US Government departments and agencies have been prescribed by Presidential Executive Order (E.O. 13526) — “a uniform system for classifying, safeguarding, and declassifying national security information” with the priorities of “protecting information critical to our Nation’s security and demonstrating our commitment to open Government through accurate and accountable application of classification standards and routine, secure, and effective declassification.”

DOD ISP Policy and Guidance

- DODM 5200.01, Information Security Program
 - Volume 1 — program overview, responsibilities, and guidance for classification and declassification
 - Volume 2 — marking of classified information
 - Volume 3 — guidance for safeguarding, storage, destruction, transmission, and transportation of classified information; training requirements; handling security violations and compromises; and information technology issues
- DODI 5200.48, Controlled Unclassified Information (CUI)
 - Guidance for controlled unclassified information



Appointment of Activity Security Managers (ASMs)

DODM 5200.01 requires the head of a DOD Activity to:

- Designate, in writing an ASM
- Give that security manager the authority to ensure personnel adhere to program requirements
- Provide them direct access to the activity's leadership
- Align the security manager organizationally to ensure prompt and appropriate attention to program requirements

The DOD recognizes that within large activities, information security management responsibilities may warrant the designation of assistant security managers and Top Secret Control Officers (TSCOs).

ASM Qualifications

The minimum qualifications for ASMs are defined in DODM 5200.01.

A DOD ASM must:

- Be a U.S. citizen
- Have a current clearance eligibility to the highest level of classification of information being handled within the activity
- Have access appropriate to the level of information managed
- In activities with more than one hundred personnel, the designated security manager must be, at minimum, a senior non-commissioned officer E-7 or a civilian employee equivalent to a GS-11
- In activities with less than one hundred personnel, the designated security manager must be, at minimum, a senior non-commissioned officer E-6, or a civilian employee equivalent to a GS-7



DOD Activity Security Manager Areas of Responsibility (AOR)

A DOD ASMs primary responsibilities listed in DODM 5200.01 can be broadly classified into several categories:

- Management and Oversight
- Compliance
- Planning and Coordination
- Education and Awareness
- Threat and Incident Response



Additional ASM responsibilities within DODM 5200.01 include:

Responding to Security Incidents

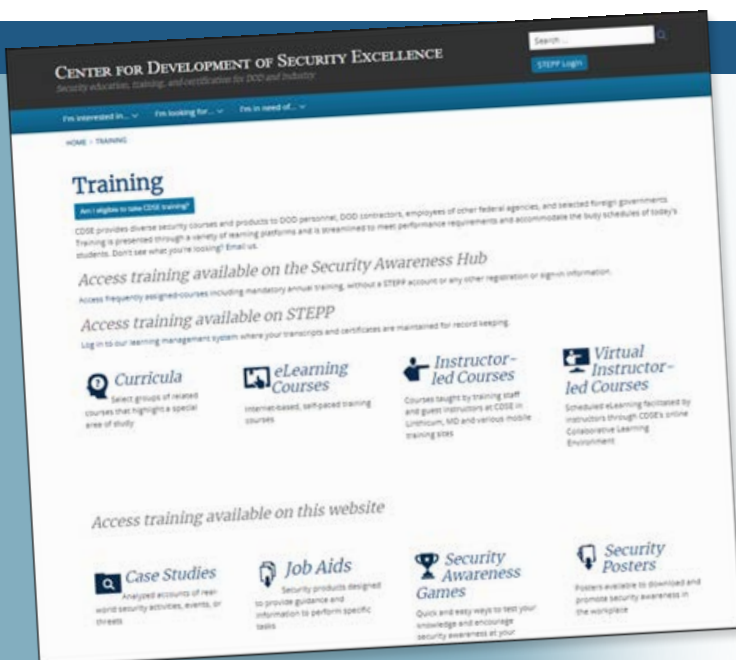
- Promptly initiating an inquiry by appointing an uninvolved inquiry officer, who is then to provide a report of findings within 10 duty days
- Ensuring the incident is reported to the appropriate authority for those incidents over which the security manager does not have cognizance
- Providing a copy of the results of an inquiry to a contracting company and to the Defense Security Service, in those cases where the security incident involved on-site contractors

Fulfilling Activity Staff Training Requirements

- Original and derivative classification processes
- Marking of classified documents
- Proper use, storage, reproduction, transmission, dissemination, and destruction of classified information
- Investigation and reporting instances of actual or potential compromise
- Procedures for the secure use of information systems

Information Technology (IT) Data Spills

- Maintaining overall lead for addressing the event;
- Ensuring unauthorized disclosures policy requirements are met; and
- Coordinating closely with IT and Information Assurance (IA) staff.



CDSE ASM Resources

CDSE produces and provides a wide range of Information Security training, education, and awareness products to support the DOD ASM's mission.

- Instructor-led training
 - DOD Security Specialist <https://www.cdse.edu/Training/Instructor-led/GS101/>
- e-Learning courseware
 - Security Shorts <https://www.cdse.edu/Training/Security-Shorts/>
 - Security Podcasts www.dss.mil/cdse/catalog/podcasts
 - Security Training Videos <https://www.cdse.edu/Training/Security-Training-Videos/>
- Training products
 - Job aids www.dss.mil/seta/resources/supplemental-job-aids.html
 - Security awareness materials <https://www.cdse.edu/Training/Security-Posters/>