

Webinar Questions and Answers

Storage of Classified Information

Webinar guests submitted several questions before and during the November 15, 2012 Storage of Classified Information session. The following responses are provided by the Center for Development of Security Excellence (CDSE).

Question: How do we handle NATO classified information, and should it be stored in a separate drawer or security container?

Answer: To the extent practical, Foreign Government Information (FGI) should be stored separately from other information to facilitate its control. To avoid additional costs, separate storage may be accomplished by methods such as using separate drawers in the same container as other information, or for small amounts, the use of separate file folders in the same drawer.

Question: What are the open storage requirements of Confidential vs. Secret information?

Answer: a. When areas storing classified information are occupied by authorized individual(s), the entrances shall either be:

- (1) Under visual control at all times to detect entry by unauthorized persons; or
 - (2) The entrance must be equipped with an automated entry control system to limit access. For further information, see DoD Manual 5200.01, Volume 3, Section 3 of the Appendix to Enclosure 3 entitled "Physical Security Standards."
- b. Secure rooms or other areas storing classified information must be secured when the area is not occupied by authorized individual(s) or under continual visual control.
- c. The Appendix also provides standards for access control devices. Electrically actuated locks (e.g., magnetic strip card locks) do not, by themselves, meet the required standards for protecting our classified information and cannot be used as a substitute for the locks prescribed in DoD Manual 5200.01, Volume 3, Enclosure 3, Section 2.

Question: What are the requirements for a storage container that holds up to Secret information? Please give references also.

Answer: We are authorized to use any of the methods prescribed for Top Secret information, and we also have the option to store Secret information in a GSA-approved security container or vault built to the specifications indicated in Appendix 3 without the supplementary controls. We can also store Secret information in an open storage area meeting the requirements outlined in Appendix 3, provided the senior agency official determines in writing that security-in-depth exists and one of the following supplemental controls is utilized:

(a) either an employee cleared to at least the Secret level inspects the open storage area once every 4 hours,

(b) or an intrusion detection system (IDS) meeting the requirements outlined in Appendix 3 with the personnel responding to the alarm arriving within 30 minutes of the alarm's annunciation.

Lastly, we can store Secret information in a secure room that has been approved for the storage of Secret information by the DoD Component prior to October 1, 1995, provided the DoD Component reassesses the requirement for the secure room and makes plans to bring the room up to the standards indicated in the DoD Manual by October 1, 2013, and provided the area has been determined to have security-in-depth.

Question: Discuss how Foreign Government Information (FGI) and Joint US/FGI classified needs to be stored within containers.

Answer: To the extent practical, FGI should be stored separately from other information to facilitate its control. To avoid additional costs, separate storage may be accomplished by methods such as using separate drawers in the same container as other information or, for small amounts, the use of separate file folders in the same drawer.

Question: If a lock is replaced, do I need a statement from the locksmith indicating the container still meets GSA standards even though the integrity of the container was not compromised?

Answer: No. New security storage equipment is procured from those items listed on the GSA Federal Supply Schedule. When GSA-approved security containers or vault doors with locks meeting FF-L-2740 are placed in service or when existing mechanical locks are replaced with locks meeting those same specifications, the custodian or security manager records the lock serial number on the SF 700. If you have any questions about procurement or technical support, contact the DoD Lock Program Technical Support Hotline at 1-800-290-7607.

Question: Please discuss the Control and Accountability 5-200 Policy Information Management System.

Answer: Please refer your question to our Industrial Security Team at industrialsecurity.training@dss.mil.

Question: How do we get approval for storing classified material up to Secret at our office? The Facility Security Officer (FSO) has a Secret clearance. We are a relatively new small company.

Answer: Please refer your question to our Industrial Security Team at industrialsecurity.training@dss.mil.

Question: What are the latest changes for industry partners for mandatory spin dial upgrades?

Answer: Please refer your question to our Industrial Security Team at industrialsecurity.training@dss.mil.

Question: Is the SF 701 a NISPOM requirement?

Answer: The DoD Manual 5200.01, Volume 3, Enclosure 2, Paragraph 9, states, “The heads of activities that process or store classified information shall establish a system of security checks at the close of each duty and/or business day to ensure that any area where classified information is used or stored is secure. SF 701, “Activity Security Checklist,” shall be used to record such checks.” The NISPOM reissued DoD 5220.00-M, Chapter 5, Section 5-102 states, “Contractors that store classified material shall establish a system of security checks at the close of each working day to ensure that all classified material and security repositories have been appropriately secured.” There are two things that you must do: (1) Review your DD 254 to verify what security guidance is specified for the contract, and (2) Consult your DSS Representative. Please refer additional industrial-related questions to our Industrial Security Team at industrialsecurity.training@dss.mil.

Question: Can you discuss requirements for form retention?

Answer: According to the DoD Manual 5200.01, Volume 3, Enclosure 2, Paragraph 9, SFs 701 and 702 shall be retained and disposed of as required by Component records management schedules.

Question: Wouldn't working at home require a Facility Security Clearance (FCL)?

Answer: Please refer your question to our Industrial Security Team at industrialsecurity.training@dss.mil.

Question: Where do we store the part of the SF 700 containing the lock combination?

Answer: In another container cleared for storage at the same classification level as that indicated on the SF 700 or higher.

Question: Are security containers required to have a GSA label?

Answer: According to the DoD Manual 5200.01, Volume 3, Enclosure 3, GSA-approved security containers must have a label stating “General Services Administration Approved Security Container” affixed to the front of the container, usually on the control or the top drawer. If the label is missing or if the container's integrity is in question, the container shall be inspected by a GSA certified inspector. Information on obtaining inspections and recertification of containers can be found on the DoD Lock Program Website (<https://locks.navfac.navy.mil>) or by calling the DoD Lock Program at (800) 290-7607 or DSN 551-1212.