

# Security Refresher

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# Welcome

Naval Facilities Engineering Command

Refresher Security Briefing

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Getting and keeping a  
clearance.....



A security clearance is a privilege, not a right.

When you accept the privilege of access to classified information, you are also accepting the responsibilities that accompany this privilege.

This is a lifelong responsibility



## What we'll discuss...

- ◆ The investigative and adjudicative process.
- ◆ Behavior that might jeopardize your clearance.
- ◆ Personal activities that must be reported to your security officer.
- ◆ Refresher of the basics



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## Investigative and Adjudicative Process

- ◆ You were granted a security clearance after a two-step process:
  - First step – the investigation. Inquiry into your past to gather evidence to help determine whether you can be trusted with classified information.
  - Second step – adjudication. Decision whether to grant or revoke your clearance based upon the investigative evidence.

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## First Step: The Investigation

- ◆ Secret: National Agency Check/Local Agency Records Check
- ◆ Top Secret/SCI: Single Scope Background Investigation
- ◆ Conducted by the Office of Personnel Management (OPM) or Defense Security Service (DSS)
  - Financial
  - Criminal
  - Residences
  - Travel
  - Medical
  - Education
  - Drug
  - Alcohol
  - FBI/CIA
  - References



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## Second Step: Adjudication

- ◆ A review of your record of behavior (favorable and unfavorable) against the *13 adjudicative* guidelines, or issues areas.
- ◆ Guidelines are in place to ensure decisions are fair, impartial, and consistent.
- ◆ **“Whole Person Concept”** – Adjudicators carefully weigh a number of variables; available, reliable information about you, both past and present, favorable and unfavorable

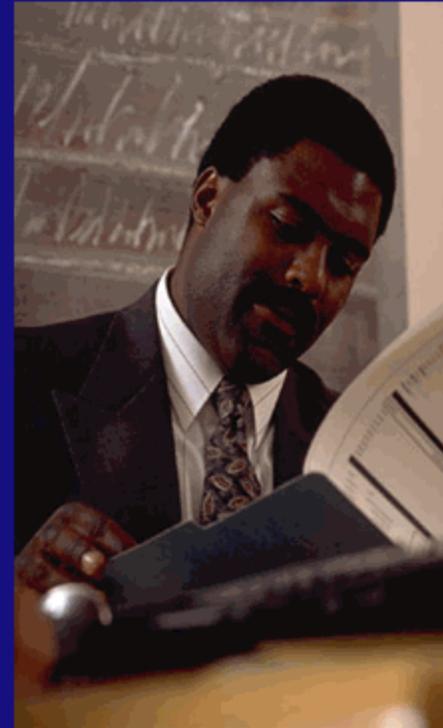


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## What makes the difference?

- ◆ You voluntarily report all required information;
- ◆ You are truthful and complete in responding to questions on security forms;
- ◆ You sought help and followed professional guidance.
- ◆ You've demonstrated positive changes in your behavior.



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So, you've got your clearance.  
Now, how to keep it!

- Standards of conduct;
- Report changes in your personal life that are of security interest;
- Comply with security regs and procedures to protect classified.



## Standards of Conduct – The Guidelines

- ◆ To maintain access, you must recognize and avoid behavior that might jeopardize your clearance.
- ◆ Recognize behaviors in yourself or others that may need to be reported to your security officer and may signal that you or a co-worker may need assistance.
- ◆ **Early intervention** is often the key to quick, effective resolution of problems without harming you or the organization.
- ◆ Linked to the 13 adjudication guidelines.

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## Financial Considerations

- ◆ Don't pay your bills
- ◆ Living or spending beyond your means
- ◆ Don't file tax returns, tax evasion
- ◆ Calls at work from creditors
- ◆ Denial of credit
- ◆ Writing bad checks
- ◆ Failure to make child or spousal support payments
- ◆ Bankruptcy





## Alcohol

- ◆ DUI, DWI
- ◆ Concealing alcohol at work or in car
- ◆ Irresponsible behavior while under the influence
- ◆ Arriving at work intoxicated or drinking on the job
- ◆ Can't remember something that happened while drinking



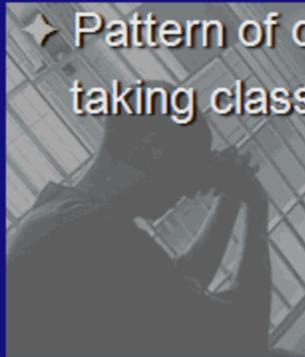
- ◆ Habitual or binge drinking
- ◆ Going "on and off the wagon"
- ◆ Underage drinking

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## Criminal Conduct

- ◆ Theft
- ◆ Fraud (misuse of gov't credit card, misuse of leave, fraudulent travel or expense accounting)
- ◆ Dishonorable discharge
- ◆ Spouse or child abuse or neglect
- Pattern of disregard for rules and regulations (DWI, taking classified information home at night)

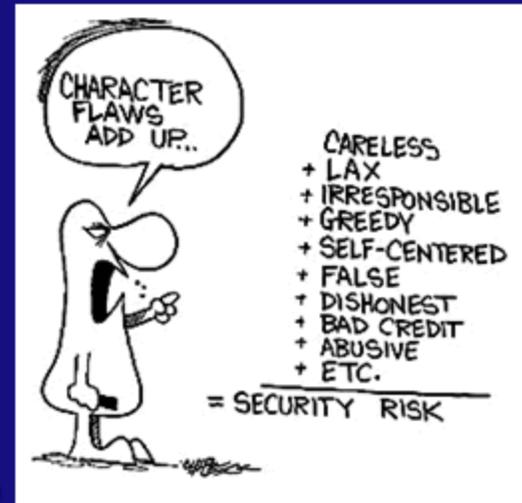


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## Personal Conduct

- ◆ Recurring pattern of poor judgment, irresponsibility, or emotionally unstable behavior.
- ◆ Deliberate omission or falsification on your personal security questionnaire.
- ◆ Voluntary association with persons involved in criminal activity.
- ◆ Indications you may succumb to blackmail rather than risk exposure of a personal issue.

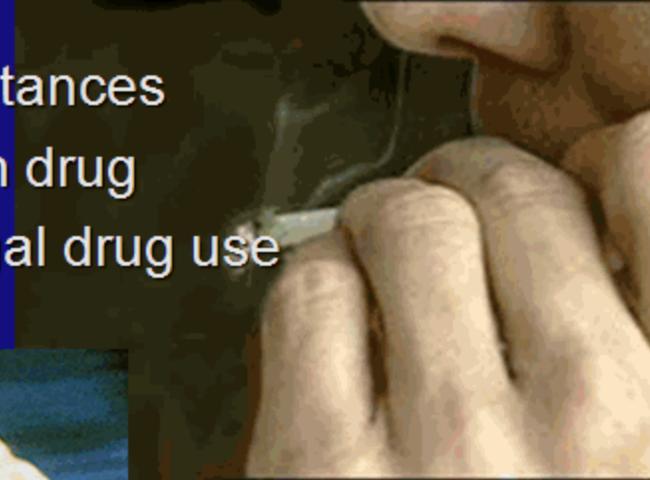


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## Drug Involvement

- ◆ Use of Illegal/illicit substances
- ◆ Misuse of a prescription drug
- ◆ Testing positive for illegal drug use

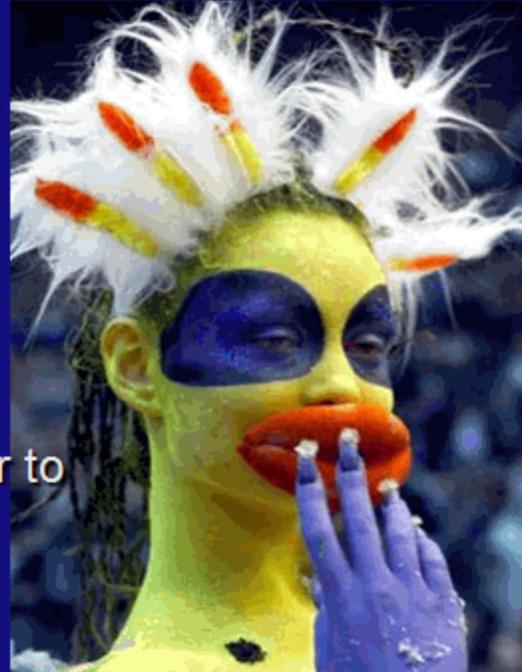


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## Psychological Conditions

- ◆ Pattern of abnormal behavior that casts doubt on your judgment, reliability.
- ◆ Emotionally unstable, irresponsible, dysfunctional, high risk, violent, paranoid, or bizarre behavior.
- ◆ Expression of bizarre thoughts or perceptions.
- ◆ Pattern of lying and deception.
- ◆ Failure to follow treatment advice or to take prescribed meds as required.
- ◆ Talk of attempt to hurt yourself.
- ◆ Inability to control anger.

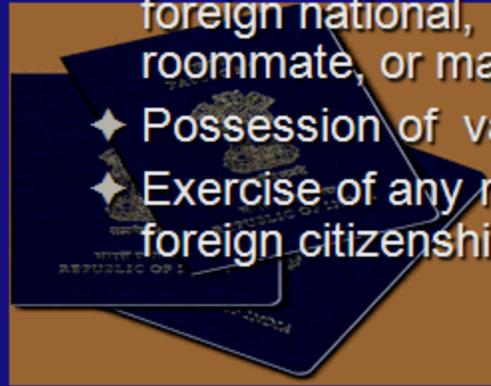


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## Foreign Influence and Foreign Preference

- ◆ Unreported personal contacts with foreign intel service, government or persons seeking classified information.
- ◆ Immediate family member who is a foreign national.
- ◆ Unreported close and continuing contact with a foreign national, including intimate contacts, roommate, or marriage.
- ◆ Possession of valid foreign passport
- ◆ Exercise of any right, privilege or obligation of foreign citizenship.

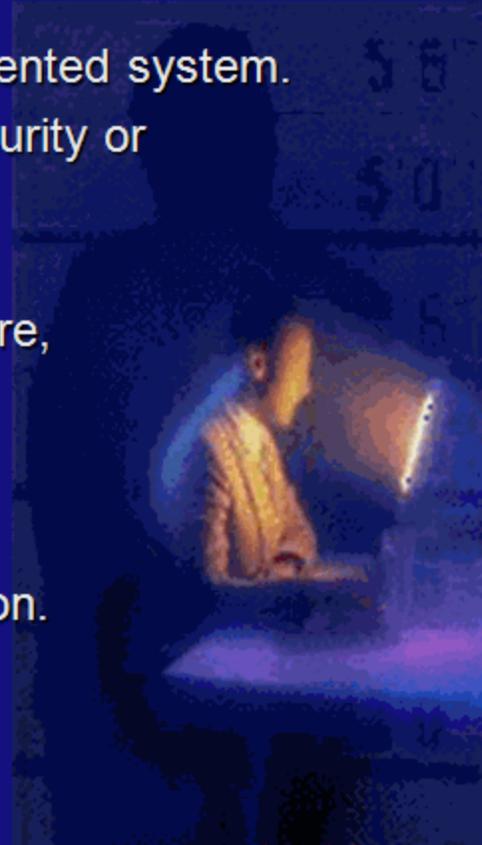


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## Misuse of Information Technology

- ✦ Unauthorized entry into any compartmented system.
- ✦ Attempting to circumvent or defeat security or auditing systems.
- ✦ Downloading, storing, or transmitting classified on or to unauthorized software, hardware, or information system.
- ✦ Introduction, removal, or duplication of hardware, software, or media to or from any system without authorization.



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## Outside Activities

- ◆ Service/employment, whether compensated or volunteer, with
  - Government of foreign country
  - Any foreign person, organization, or other entity;
  - Any representative of a foreign interest;
  - Any foreign, domestic, or international organization or person involved in:
    - Intelligence
    - Defense
    - Foreign affairs
    - Protected technology



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## Security Violations

- ◆ Unauthorized disclosures
- ◆ “Indirect unauthorized disclosure”  
(example: clearance or access was not validated by security prior to disclosure.)
- ◆ Multiple security infractions
- ◆ Downloading classified on to unapproved system (SIPRNET to NIPRNET)
- ◆ Removing classified study notes
- ◆ Deliberate failure to comply with security regs
- ◆ Statements or actions that demonstrate an individual believes the security rules don't apply to him/her



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## Sexual Behavior

- ✦ Criminal sexual behavior
- ✦ Pattern of compulsive, self-destructive or high risk sexual behavior that you are unable to stop

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## Allegiance to the U.S.

- ◆ Sabotage, espionage, treason, terrorism, or sedition
- ◆ Association or sympathy with persons who have committed or are committing any of the above
- ◆ Any statement or action that shows allegiance to a country other than the U.S.





## Recognizing and Reporting Behavior

- ◆ Exhibiting one or more of the described behaviors does **NOT** mean the individual is a security risk.
- ◆ Security judgment is based on pattern of behavior, not a single action. “Whole Person”
- ◆ If you are unsure, talk with your security officer or your supervisor.

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## Self-reporting on your Personal Activities

### ◆ Change in Personal Status

- Marital status – married, divorced
- Cohabitation – living in spouse-like relationship; intimate relationship, engaged
  - SCI or certain Special Access Programs: report early, particularly if your partner is a foreign national
- Change of name

### ◆ Foreign Travel

- SCI: Receive clearance for travel to hazardous countries.
- Security Office will provide State Dept advisories on hazardous conditions and any known security concerns.
- Receive a defensive security briefing.



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## Self-reporting....

### ◆ Foreign Contacts

- Must report contact with individuals of **any** foreign nationality, either within or outside the scope of your official duties, in which:
  - Illegal or unauthorized access is sought to classified or otherwise sensitive information.
  - You may be concerned that you are a target of an attempted exploitation.
- SCI cleared individuals must report all close and continuing relationships with foreign nationals.



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## Self-reporting...

- ◆ Media Contacts
  - Inquiries about your job or organization.
  - Ongoing personal contacts with media representatives who cover your organization.
- ◆ Prepublication Review
  - SCI – mandatory
  - Technical paper, book, magazine article, or newspaper prepared for posting on internet, or lecture or speech that you prepare to give, must be cleared if it contains information or knowledge you gained during your current or any previous classified job.
  - Resumes

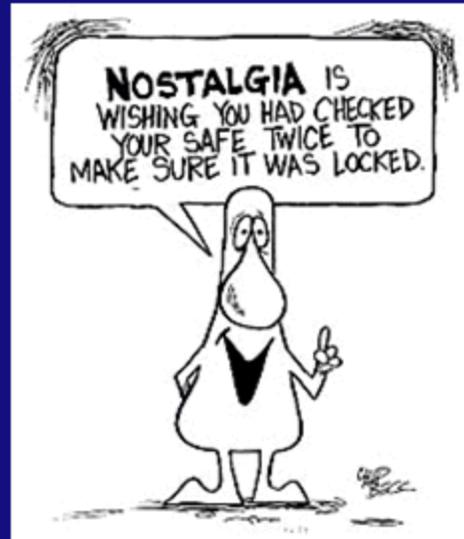


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## Self-reporting....

- ◆ Loss or Compromise of Information
  - Inadvertently or accidentally lose or compromise classified or other sensitive information.
  - First Priority: Regain control of the classified material.



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## Self-reporting....

### ◆ Financial Problems

- Filing for bankruptcy
- Garnishment of wages
- Have a lien placed upon your property for failing to pay a creditor
- Eviction from a residence for failure to pay rent



### ◆ Arrests

- Any, regardless of whether or not you were convicted or charges were dropped.
- Other Involvement with the Legal System: Target of legal action such as being sued. Possibility you might be required to discuss your job under oath.

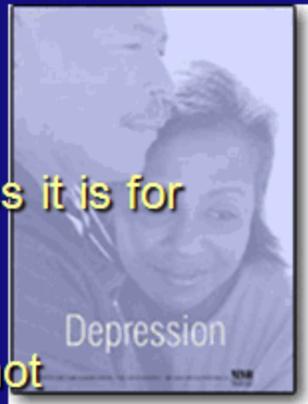
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## Self-reporting....

### ◆ Psychological Counseling

- Psychological treatment is reported unless it is for marital, family or grief counseling.
- Strongly encouraged and endorsed.
- Seeking help for routine life crises does not reflect adversely on an individual's judgment.
- Viewed as a positive sign that an individual recognizes that a problem exists and is willing to take steps toward resolving it.
- Does not jeopardize your security clearance.



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## So, I report a personal problem, then what?

At some time in your life, you may face problems with inter-personal relationships, depression, alcohol, family issues, or similar difficulties.

Vast majority of those seeking professional help do not suffer damage to their career.

On the contrary, it enables one to get help with an unmanageable problem in order to get on with life.

Early intervention is often a key to early resolution.



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## Where to go for help

- ◆ Employee Assistance Program
- ◆ Chaplain
- ◆ Financial counselors
- ◆ DAPA
- ◆ Supervisor
- ◆ Community Mental Health Centers
- ◆ Credit Unions
- ◆ Legal Services
- ◆ Navy Relief

Employee  
Assistance  
Program



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## Self Reporting Summary

- ◆ Deal with problems in the early stages;
- ◆ Take advantage of available resources;
- ◆ Talk with your SSO or security manager;
- ◆ Be alert to situational stresses in yourself and your co-workers;
- ◆ Early intervention is often a key to early resolution.

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Back to basics.....



## Transporting Classified

- ◆ Transporting outside a secure facility requires either a **courier card** or **courier letter** issued by the SSO or security manager.
- ◆ Advance coordination/permission to courier aboard commercial aircraft.
- ◆ Do:
  - Double wrap; courier pouch
- ◆ **Do not:**
  - Stop for lunch;
  - Go shopping;
  - Go to restaurants, bars;
  - Take it home.

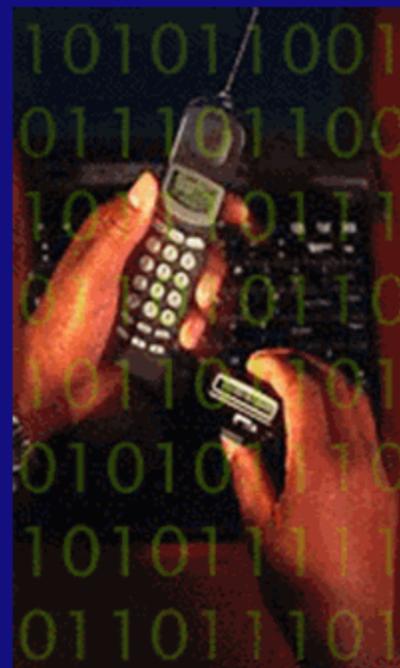


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## Prohibited Items Inside a SCIF

- ◆ Personal cellular telephones (command prerogative);
- ◆ Two-way pagers;
- ◆ Recording devices (audio/visual);
- ◆ Personal computer equipment.
- ◆ Certain PDAs – check with your SSO

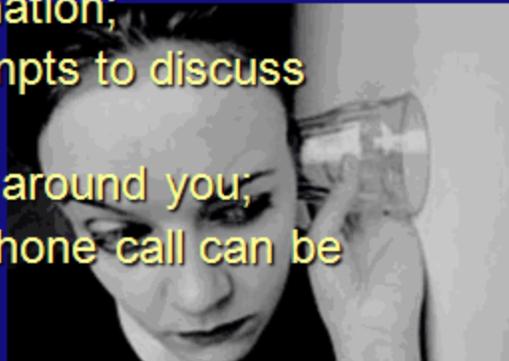


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## Telephone Security

- ◆ Discuss classified only on:
  - STU-III or DSTS (gray)
  - Remember! STU-III phones are only secure when they've been switched to secure voice mode.
- ◆ When using a commercial phone, remember:
  - Do NOT discuss classified...do NOT attempt to "talk around" the classified information;
  - Terminate a call if the caller attempts to discuss classified;
  - Be alert to classified discussions around you;
  - Be aware that your non-secure phone call can be monitored!



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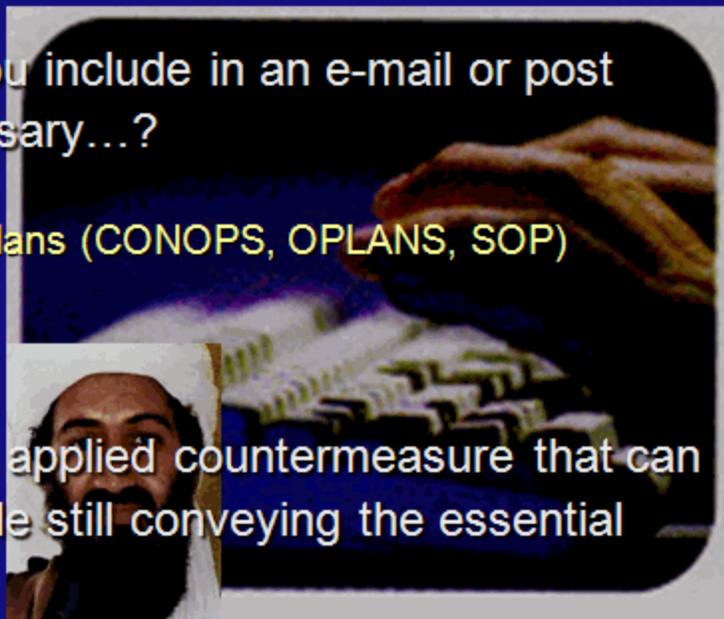
## OPSEC and the Internet

“Using public sources openly and without resorting to illegal means, it is possible to gather at least 80% of information about the enemy.” *Al Qaeda Training Manual*

How may the information you include in an e-mail or post on a web site help an adversary...?

- Our intentions
- How we operate and our plans (CONOPS, OPLANS, SOP)
- Movement of forces
- Travel Itinerary

“**Limiting details** is an easily applied countermeasure that can decrease vulnerabilities while still conveying the essential information.” *Secretary Rumsfeld*



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## Protecting Classified

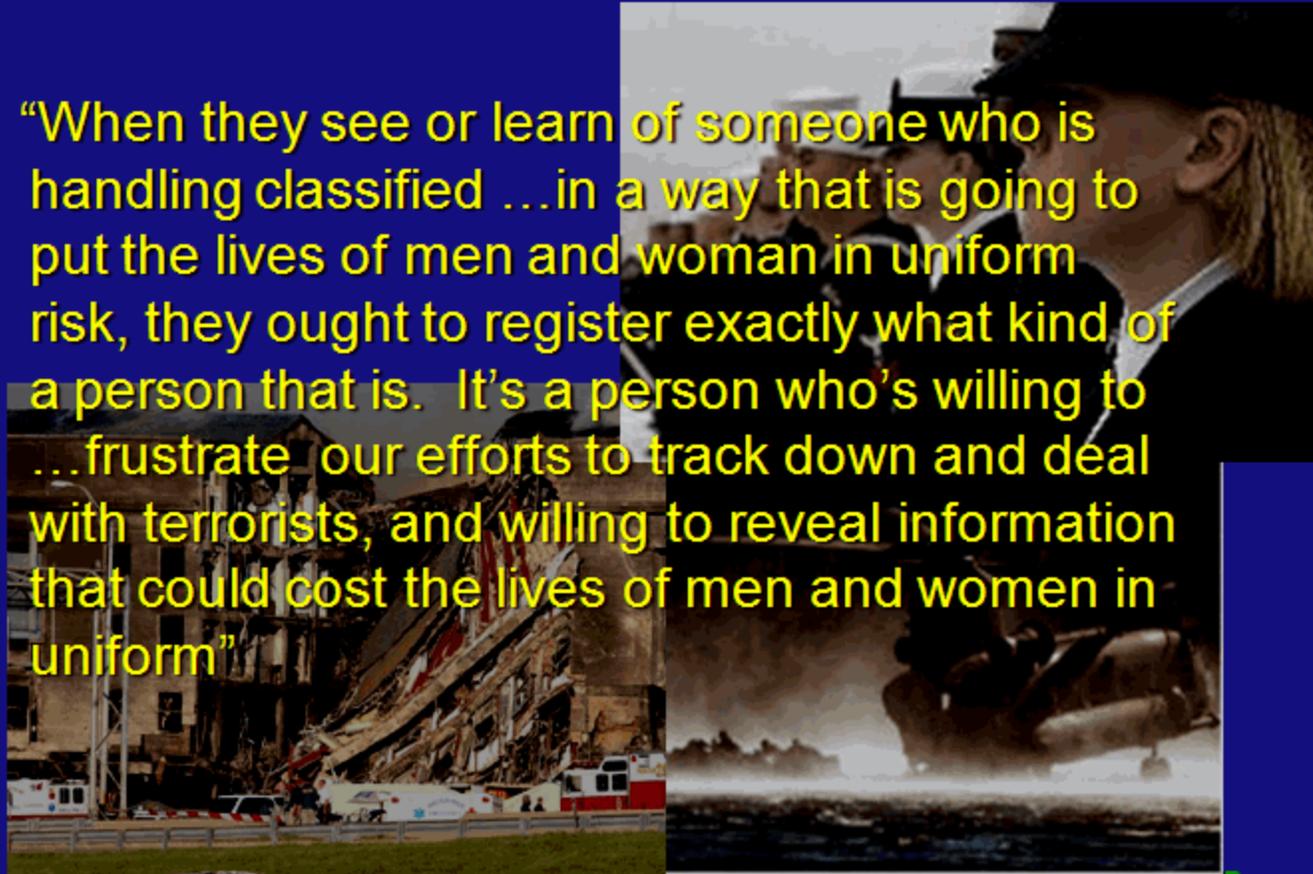
"This is a message for all the men and women in the United States Government who have access to classified information..."



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“When they see or learn of someone who is handling classified ...in a way that is going to put the lives of men and woman in uniform risk, they ought to register exactly what kind of a person that is. It’s a person who’s willing to ...frustrate our efforts to track down and deal with terrorists, and willing to reveal information that could cost the lives of men and women in uniform”



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“I think it’s time for all who deal with that information to treat it with the care and respect that it merits”.

Secretary Donald Rumsfeld

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## Questions???

- ◆ Contact your Local Security Manager or Security Specialist

Congratulations, you have completed this training. You must continue to the next page to mark your training as complete and to view or print your certificate.

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