
Tools of the Trade: Classified Matter Protection and Control

Larry Clements, CMPC Program Manager
Safeguards and Security
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Teamwork

- Operations Security
- Personnel Security
- Division Security Officer (DSO)
- Incidents of Security Concern (IOSCs)

Tools of the Trade

- CMPC
 - Classroom
 - Organizational self-assessment
 - Surveillance
- Repository reconciliation
- Walking spaces

CMPC Classroom

- Trend
 - Streamlined training
 - Computer-based training
 - Reduce costs
 - Less student contact hours
- Why
 - Increased IOSCs
 - Marking issues
 - Repository documentation
 - Handling classified matter

CMPC Classroom (con't)

- Initial CMPC training
- DSO training

CMPC Computer-Based Training

- CMPC requalification
- ACREM custodian
- ACREM user
- Repository custodian
- Hand carrying classified

Organizational Self-Assessments

- CMPC checklists
- Identify problem areas
- Tracked by DSO
- Referenced in CMPC survey

CMPC Surveillance

- Coordinate with DSO
- Same CMPC checklists
- Review IOSCs
- Tracked in CAPs

Repository Reconciliation

- Annual
- Reviewed during survey
- Resolved issues

Walking Spaces

- Annual CMPC survey
- Field verification
- Trending issues

Assessment Checklists

A. CLASSIFIED VAULT/VTR/REPOSITORY FIELD ASSESSMENT CHECKLIST				B. CLASSIFIED COPIER FIELD ASSESSMENT CHECKLIST			
Repository # _____ Bldg. _____ Room _____				Copier Number: _____ Bldg. _____ Room _____			
Requirement checked	Yes	No	Remarks or action taken	Requirement checked	Yes	No	Remarks or action taken
1			Was the repository secure or under the control of an appropriately cleared person?	1			Was the Secret-RD label affixed to the copier?
2			Was the SF 702 filled out correctly?	2			Was the approval label affixed to the copier?
3			Did the SF 702 reflect that end of day checks are being conducted?	3			Was the classified copying instruction label affixed to the copier?
4			Did the repository have an external GSA label?	4			Was the copier located in a security area (LA, EA or PA)?
5			Did you observe any external markings or postings on the repository that would identify it with a classification level?	5			If observed was the copy machine appropriately cleared after use (3 sheets run and destroyed as classified after examination)
6			Did the repository have anything taped, attached or affixed to it?	6			Was unattended classified information found in reproduction trays, under glass or any other crevasse of the copier? If the copier appears plugged, were the copies classified?
7			Is repository a color other than the GSA approved color?	7			Was the copier connected to a phone line or other data line?
8			If ACREM, did the X09 audit number match the number on the SF702?	8			Is the copier a digital copier?
9			If ACREM, did the SF702 have the word 'ACREM' written at top?	9			If digital, was there an approval letter on file?
10			If Vault/VTR, was an access list posted?	10			OTHER:
11			If Vault/VTR, was the door secured or under the control of an appropriately cleared individual?				
12			Did the SF700 have all the approved users listed, including emergency custodians (requires opening safe)?				
13			OTHER:				
Assessor _____ Date _____				Assessor _____ Date _____			
Validator _____ Date _____				Validator _____ Date _____			

Benefits

- Compliant with requirements
- Customer satisfaction