



Top 10 Common Errors Resulting in Security Incidents

They are not listed in order of seriousness. All of them may have resulted in the loss or compromise of classified information or had the potential for a threat to the national security interests of the United States.

1. **Did not obtain a classification review.**
2. **Left a security container (safe, vault, and vault-like room) unsecured and unattended.**
3. **Created a classified document on an unclassified computer.**
4. **E-mailed classified information over an unclassified local area network.**
5. **Did not control access and need-to-know to classified information.**
6. **Did not mark classified drafts and working papers properly.**
7. **Did not account for classified information properly.**
8. **Did not properly verify a classified mailing address.**
9. **Introduced controlled articles into a security area.**
10. **Did not report (possible) security incidents.**