

AIR FORCE

ARMY

NAVY

MARINES

# Shipping and Receiving Classified Material Overview

**Lee Folsom**  
**Marissa Mikich**

LOCKHEED MARTIN



# Reference: NISPOM Feb 2006

## Chapter 4/Section 2: Marking Requirements

- 4-200. General Marking Requirements..... 4-2-1
- 4-211. Marking Transmittal Documents.....4-2-4

## Chapter 5/Section 2: Control & Accountability

- 5-202. Receiving Classified Material..... 5-2-1

## Chapter 5/Section 4: Transmission

- 5-400. General..... 5-4-1
- 5-401. Preparation and Receipting ..... 5-4-1
- 5-402. TOP SECRET Transmission Outside a Facility..... 5-4-1
- 5-403. SECRET Transmission Outside a Facility..... 5-4-1
- 5-404. CONFIDENTIAL Transmission Outside a Facility..... 5-4-1
- 5-405. Transmission Outside the United States and Its Territorial Areas..... 5-4-1
- 5-406. Addressing Classified Material..... 5-4-2
- 5-407. Transmission Within a Facility..... 5-4-2
- 5-408. SECRET Transmission by Commercial Carrier..... 5-4-2
- 5-409. CONFIDENTIAL Transmission by Commercial Carrier..... 5-4-3
- 5-410. Use of Couriers, Handcarriers, and Escorts..... 5-4-3
- 5-411. Use of Commercial Passenger Aircraft for Transmitting Classified Material..... 5-4-3
- 5-412. Use of Escorts for Classified Shipments ..... 5-4-4
- 5-413. Functions of an Escort..... 5-4-4

AIR FORCE

ARMY

NAVY

MARINES

# MARKING REQUIREMENTS



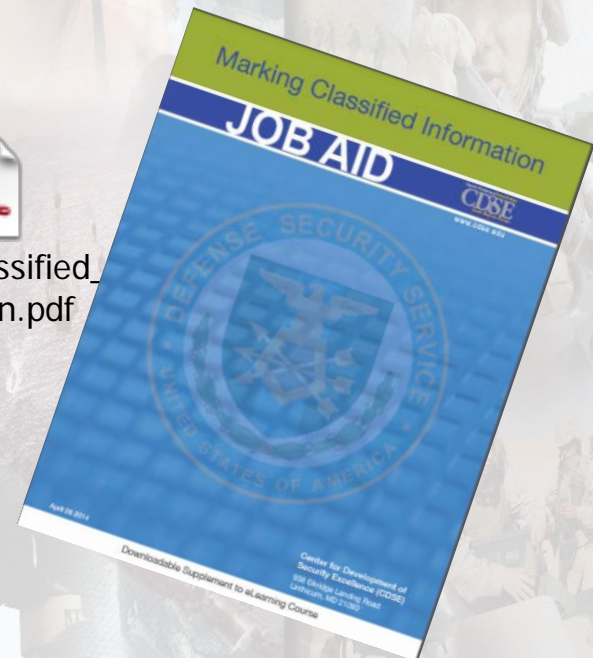
# General

- **4-200.** Physically marking classified information with appropriate classification markings serves to **warn and inform** holders of the information of the degree of protection required.

Job aid click to open document



Marking\_Classified\_formation.pdf



# Marking Transmittal Documents

- **4-211.** A transmittal document shall be marked with the highest level of classified information contained in the document and with an appropriate notation to indicate its classification when the enclosures are removed. An unclassified document that **transmits a classified document as an attachment** shall bear a notation substantially as follows: “Unclassified when Separated from Classified Enclosures.” A classified transmittal that transmits higher classified information shall be marked with a notation substantially as follows: “CONFIDENTIAL (or SECRET) when Separated from Enclosures.” In addition, a classified transmittal itself must bear all the classification markings required for a classified document.

AIR FORCE

ARMY

NAVY

MARINES

# CONTROL & ACCOUNTABILITY



# Receiving Classified Material

- **5-202. Procedures shall be established to ensure that classified material, regardless of delivery method, is received directly by authorized personnel.**  
The material shall be examined for evidence of tampering and the classified contents shall be checked against the receipt. Discrepancies in the contents of a package or absence of a receipt for TOP SECRET and SECRET material shall be reported promptly to the sender. If the shipment is in order, the **receipt shall be signed and returned to the sender.** If a receipt is included with CONFIDENTIAL material, it shall be signed and returned to the sender.

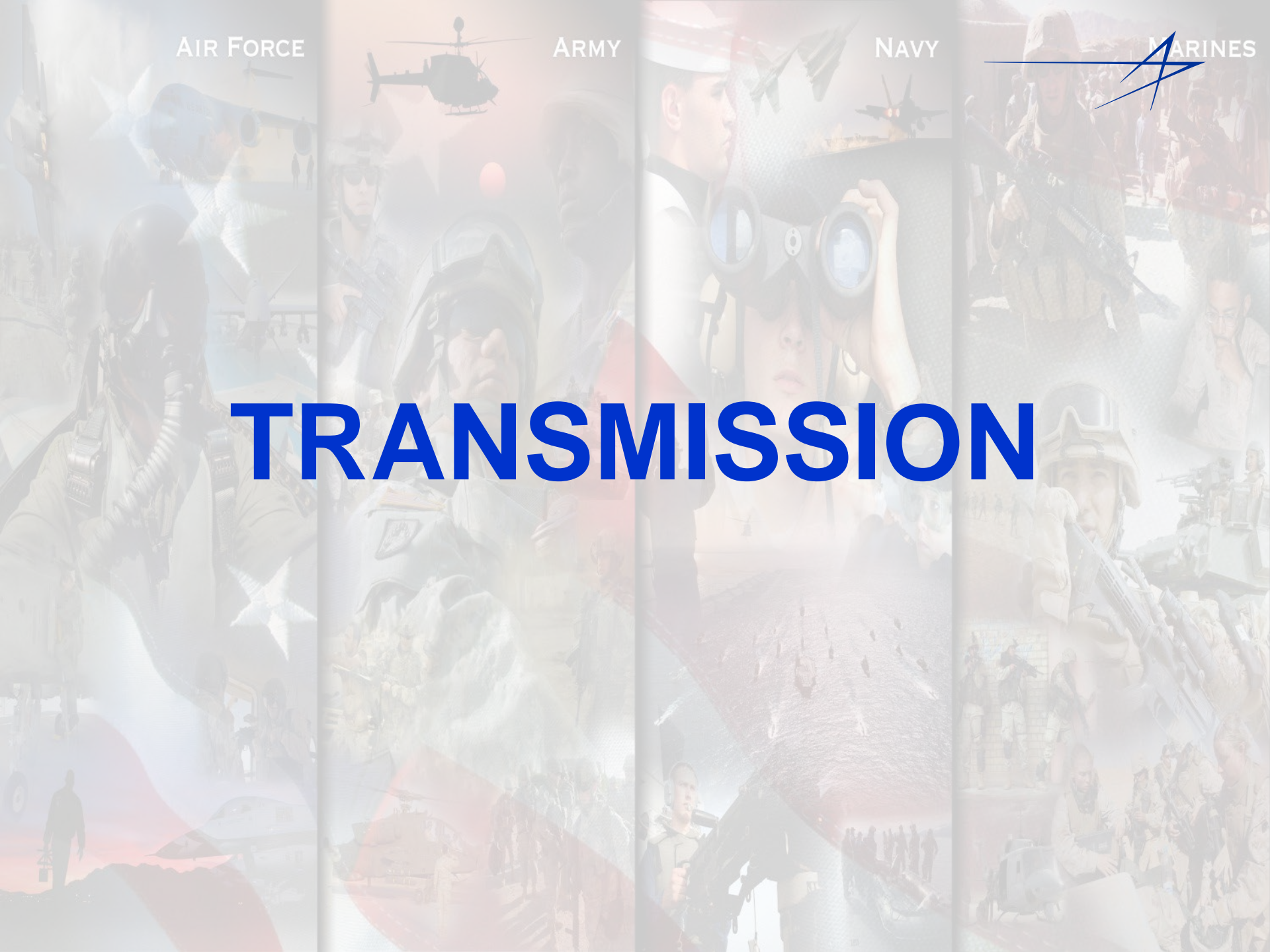
AIR FORCE

ARMY

NAVY

MARINES

# TRANSMISSION





# General

- **5-400.** Classified material shall be transmitted outside the contractor's facility in a manner that **prevents loss or unauthorized access.**

<http://www.cdse.edu/resources/supplemental-videos-packaging.html>



The screenshot shows the website for the U.S. Department of Defense Defense Security Service (DSS). The page is titled "Packaging Classified Documents" and is part of a series of "Security-Related Training Videos". The video player shows a person handling a yellow envelope, with the text "STEP 5" visible at the bottom. The website navigation includes links for Home, About Us, Directorates, Services, Information Systems, and Contact Us. The left sidebar contains a menu with categories like CDSE, About Us, Registrar, Education, Training, Certification, and Resources & Job Aids. The main content area includes a description of the video's purpose and options to view the PDF transcript or download the video.

U.S. Department of Defense  
**DEFENSE SECURITY SERVICE**

Site Map | A-Z Index | Facebook | Twitter

Home About Us Directorates Services Information Systems Contact Us

CDSE  
About Us  
Registrar  
Education  
Training  
Certification  
Resources & Job Aids

**RESOURCES BY TYPE**

- Security Shorts
- Security Training Videos
- Security Posters
- Toolkits

**RESOURCES BY DISCIPLINE**

- Counterintelligence
- General Security
- Information Security
- International Security
- Operations Security
- Personnel Security
- Physical Security
- Sensitive Compartmented Info
- Special Access Programs

Request Services

Home + CDSE + Resources + Security-Related Training Videos + Packaging Classified Documents

## Packaging Classified Documents

The purpose of this video is to provide baseline procedures to be used when packaging classified materials for transmission or transportation of envelopes and small parcels.

View PDF Transcript  
Download Video

Packaging Classified Documents

STEP 5

0:00 / 9:50

# Preparation & Receipting

**5-401.** Classified information to be transmitted outside of a facility shall be enclosed in opaque inner and outer covers. The **inner** cover shall be a sealed wrapper or envelope **plainly marked** with the assigned **classification** and addresses of both sender and addressee. The **outer** cover shall be sealed and addressed with **no identification of the classification** of its contents. A receipt shall be attached to or enclosed in the inner cover, except that CONFIDENTIAL information shall require a receipt only if the sender deems it necessary. The receipt shall identify the **sender**, the **addressee** and the **document**, but shall **contain no classified information**. It shall be signed by the recipient and returned to the sender.

# Transmission

## 5-401. Preparation and Receipting

b. A suspense system will be established to track transmitted documents until a signed copy of the receipt is returned.

c. When the material is of a size, weight, or nature that precludes the use of envelopes, the materials used for packaging shall be of such strength and durability to ensure the necessary protection while the material is in transit.

# Top Secret Transmission Outside a Facility

**5-402. Written authorization of the GCA is required to transmit TOP SECRET information outside of the facility.** TOP SECRET material may be transmitted by the following methods within and directly between the United States and its territorial areas.

- a. The Defense Courier Service, if authorized by the GCA.
- b. A designated courier or escort cleared for access to TOP SECRET information.
- c. By electrical means over CSA-approved secured communications security circuits, provided such transmission conforms with this Manual, the telecommunications security provisions of the contract, or as otherwise authorized by the GCA.

# Secret Transmission Outside a Facility

**5-403.** SECRET material may be transmitted by one of the following methods within and directly between the United States and its territorial areas:

- a. By the methods established for TOP SECRET.
- b. U.S. Postal Service **Express** Mail and U.S. Postal Service **Registered** Mail. NOTE: The "Waiver of Signature and Indemnity" block on the U.S. Postal Service Express Mail Label 11-B may not be executed and the use of external (street side) **express mail collection boxes is prohibited.**

NOTE: Effective July 2013, the USPS changed the name of Express Mail to Priority Express Mail and updated the label to reflect that change. **The new Priority Express Mail label requires that you actually check the "signature is required" box,** whereas with the prior Express Mail label, the signature was automatically obtained as a part of Express Mail delivery, unless indicated otherwise. Please note that you may see use of either the "Express Mail" or "Priority Express Mail" labels until existing stocks of "Express Mail" labels are depleted. In either case, it is the **sender's responsibility to ensure that the recipient's signature is obtained** when sending SECRET information through the U.S. Postal Service via express mail.

AIR FORCE

ARMY

NAVY

MARINES



# Secret Transmission Outside a Facility

New Form 11-B  
Check the box



**NEW FORM 11-B (Top):**  
 FROM: (address, phone)  
 BARCODE: EK 205686674 US  
 UNITED STATES POSTAL SERVICE | PRIORITY MAIL EXPRESS™  
 DELIVERY OPTIONS (Customer Use Only):  
 SIGNATURE REQUIRED  (The addressee must sign for Signature Required mail at the origin. To activate this delivery option, the label must be placed on the mailpiece at the origin. The addressee must sign for Signature Required mail at the destination. The addressee must sign for Signature Required mail at the destination. The addressee must sign for Signature Required mail at the destination.)  
 NO SIGNATURE REQUIRED   
 NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

**OLD FORM 11-B (Bottom):**  
 FROM: (address, phone)  
 BARCODE: EH 453325677 US  
 EXPRESS MAIL | Mailing Label  
 UNITED STATES POSTAL SERVICE | Post Office To Addressee  
 DELIVERY (POSTAL USE ONLY):  
 CUSTOMER USE ONLY: (The addressee must sign for Signature Required mail at the origin. To activate this delivery option, the label must be placed on the mailpiece at the origin. The addressee must sign for Signature Required mail at the destination. The addressee must sign for Signature Required mail at the destination.)  
 NO SIGNATURE REQUIRED   
 NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

Old Form 11-B  
Do not check  
The box



# Secret Transmission Outside a Facility

(cont.)

- c. A **cleared commercial carrier**.
- d. A **cleared commercial messenger** service engaged in the intracity/local area delivery (same day delivery only) of classified material.
- e. A **commercial delivery** company, **approved by the CSA**, that provides nation-wide, **overnight service** with computer tracking and reporting features. Such companies need not be security cleared.
- f. Other methods as **directed in writing by the GCA**.

Job aid click to open document



ISL%202014-01%20-%20GSA%20Carriers%20



DEPARTMENT OF DEFENSE, DEFENSE SECURITY SERVICE  
2710 Telegraph Road, Quantico, Virginia 22134

INDUSTRIAL SECURITY

**LETTER**

Industrial Security Letters are issued periodically to inform cleared Contractors, Government Contracting Activities and DOD Activities of developments relating to industrial security. The contents of these letters are for information and clarification of existing policy and information. Responses to industrial security letters are appropriate and should be submitted to the local Defense Security Service regional industrial security office. Actions and clearances will be reviewed by the Security Office (SO). Inquiries concerning specific Industrial Security Letters should be submitted to the regional IISD industrial security office.

ISL 2014-01

April 14, 2014

AIR FORCE

ARMY

NAVY

MARINES

# <http://gsa.gov/portal/category/21197>

[Home](#) | [Mobile Site](#) | [Newsroom](#) | [Regions](#) | [Staff Directory](#) | [Careers](#) | [Forms](#) | [e-Tools](#) | [QuickLinks](#)

GSA

U.S. General Services Administration

Search

WHAT GSA OFFERS

DOING BUSINESS WITH GSA

LEARN MORE

BLOG

[Home](#) > [Products & Services](#) > [Transportation, Relocation, and Vehicles](#) > [Transportation](#) > [Transp Delivery & Relocation Solutions](#) > [Domestic Delivery Services](#) >

## Transportation

- Overview
- 2014 Government Transportation Forum
- Current GSA Freight RFO & STOS
- Domestic Delivery Service
- Electronic Bill of Lading (BL)
- Freight Management

## Domestic Delivery Services

Domestic Delivery Services (DDS), under Transportation, Delivery and Relocation Solutions (TDRS) [Schedule 48](#), provides Domestic Express and Ground routine delivery services. These services offer a wide variety of options for an agency to receive express shipments between any two points within the 50 States and Puerto Rico. The service coverage for Ground delivery is within the Continental United States. With more delivery services and contractors available, from which agencies may choose, coupled with the ease of ordering from a Multiple Award Schedule, this program will help an agency meet all its Domestic Express and Ground routine shipping needs.

Domestic Delivery Services include:

### CONTACTS

Stevie Louie Graham  
(703) 605-5569

- [stevie.graham@gsa.gov](mailto:stevie.graham@gsa.gov)
- [View Contact Details](#)



AIR FORCE

ARMY

NAVY

MARINES

# Confidential Transmission Outside a Facility

- **5-404.** CONFIDENTIAL material shall be transmitted by the methods established for SECRET material, except that a commercial carrier does not have to be cleared, or by U.S. Postal Service **Certified Mail**.

# Transmission Outside the U.S. & Its Territorial Areas

**5-405. Transmission Outside the United States and Its Territorial Areas.** Classified material may be **transmitted to a U.S. Government** activity outside the United States or a U.S. territory only under the provisions of a **classified contract** or with the written **authorization of the GCA.**

**a.** TOP SECRET material may be transmitted by the Defense Courier Service, Department of State Courier System, or a courier service **authorized by the GCA.**

# Transmission Outside the U.S. & Its Territorial Areas *(continued)*

AIR FORCE

ARMY

NAVY

MARINES

b. SECRET and CONFIDENTIAL material may be transmitted by:

- (1) registered mail through U.S. Army, Navy, or Air Force postal facilities;
- (2) by an appropriately cleared contractor employee;
- (3) by a U.S. civil service employee or military person, who has been designated by the GCA;
- (4) by U.S. and Canadian registered mail with register mail receipt to and from Canada and via a U.S. or a Canadian government activity; or
- (5) as authorized by the GCA.

# Addressing Classified Material

**5-406. Addressing Classified Material.** Mail or shipments containing classified material shall be addressed to the **Commander or approved classified mailing address of a Federal activity or to a cleared contractor** using the name and classified mailing address of the facility. *An **individual's name shall not appear on the outer cover.***

This does not prevent the use of office code letters, numbers, or phrases in an attention line to aid in internal routing. NOTE: The outer address label should contain only the office or position/title, e.g., the "**Security Office**" or the "**Facility Security Officer,**" of the destination facility.

# Addressing Classified Material

*(continued)*

a. When it is necessary to direct SECRET or CONFIDENTIAL material to the attention of a **particular individual**, other than as prescribed below, the identity of the intended recipient shall be indicated on an **attention line** placed in the letter of transmittal or on the **inner container or wrapper**.

b. When addressing SECRET or CONFIDENTIAL material to an individual operating as an independent consultant, or to any facility at which only one employee is assigned, the outer container shall specify: "TO BE OPENED BY ADDRESSEE ONLY" and be annotated: "POSTMASTER-DO NOT FORWARD. IF UNDELIVERABLE TO ADDRESSEE, RETURN TO SENDER."

AIR FORCE

ARMY

NAVY

MARINES

# Transmission Within a Facility

**5-407.** Classified material may be transmitted within a facility without single or double-wrapping provided adequate measures are taken to **protect the material against unauthorized disclosure.**

# Secret Transmission by Commercial Carrier

**5-408.** SECRET material may be shipped by a cleared commercial carrier that has been approved by the CSA to transport SECRET shipments. Commercial carriers may be used only within and between the 48 contiguous States and the District of Columbia or wholly within Alaska, Hawaii, or a U.S. territory. When the services of a commercial carrier are required, the contractor, as consignor, shall be responsible for the following:

a. The material shall be prepared for transmission to afford additional protection against pilferage, theft, and compromise as follows:

# Secret Transmission by Commercial Carrier *(continued)*

- (1) The material shall be **shipped in hardened containers** unless specifically authorized otherwise by the contracting agency.
- (2) Carrier equipment shall be sealed by the contractor or a representative of the carrier when there is a **full carload**, a **full truckload**, **exclusive use of the vehicle**, or when a **closed and locked compartment of the carrier's equipment is used**. The seals shall be numbered and the numbers indicated on all copies of the bill of lading (BL). When seals are used, the BL shall be annotated substantially as follows: DO NOT BREAK SEALS EXCEPT IN CASE OF EMERGENCY OR UPON PRIOR AUTHORITY OF THE CONSIGNOR OR CONSIGNEE. IF FOUND BROKEN OR IF BROKEN FOR EMERGENCY REASONS, APPLY CARRIER'S SEALS AS SOON AS POSSIBLE AND IMMEDIATELY NOTIFY BOTH THE CONSIGNOR AND THE CONSIGNEE.



# Secret Transmission by Commercial Carrier *(continued)*

- (3) For DoD contractors the notation "Protective Security Service Required" shall be reflected on all copies of the BL. The BL will be maintained in a suspense file to follow-up on overdue or delayed shipments.
- b. The contractor shall utilize a qualified carrier selected by the U.S. Government that will provide a single-line service from point of origin to destination, when such service is available, or by such transshipping procedures as may be specified by the U.S. Government.
- c. The contractor shall request routing instructions, including designation of a qualified carrier, from the GCA or designated representative (*normally the government transportation officer*). The request shall specify that the routing instructions are required for the shipment of SECRET material and include the point of origin and point of destination.

# Secret Transmission by Commercial Carrier *(continued)*

- d. The **contractor shall notify the consignee** (*including U.S. Government transshipping activity*) of the nature of the shipment, the means of the shipment, numbers of the seals, if used, and the anticipated time and date of **arrival by separate communication at least 24 hours in advance** (*or immediately on dispatch if transit time is less than 24 hours*) of the arrival of the shipment. This notification shall be addressed to the appropriate organizational entity and not to an individual. Request that the consignee activity (*including a military transshipping activity*) notify the consignor of any shipment not received within 48 hours after the estimated time of arrival indicated by the consignor.
- e. In addition, the contractor shall annotate the BL:

"CARRIER TO NOTIFY THE CONSIGNOR AND CONSIGNEE (*Telephone Numbers*) IMMEDIATELY IF SHIPMENT IS DELAYED BECAUSE OF AN ACCIDENT OR INCIDENT. IF NEITHER CAN BE REACHED, CONTACT (*Enter appropriate HOTLINE Number*). USE HOTLINE NUMBER TO OBTAIN SAFE HAVEN OR REFUGE INSTRUCTIONS IN THE EVENT OF A CIVIL DISORDER, NATURAL DISASTER, CARRIER STRIKE OR OTHER EMERGENCY."

# Confidential Transmission by Commercial Carrier

**5-409.** CONFIDENTIAL material may be shipped by a CSA or GCA-approved commercial carrier. For DoD contractors a commercial carrier authorized by law, regulatory body, or regulation to provide the required transportation service shall be used when a determination has been made by the Surface Deployment and Distribution Command (SDDC) (formerly known as the Military Traffic Management Command) that the carrier has a tariff, government tender, agreement, or contract that provides Constant Surveillance Service. Commercial carriers may be used only within and between the 48 contiguous states and the District of Columbia or wholly within Alaska, Hawaii, or a U.S. territory. An FCL is not required for the commercial carrier. The contractor, as consignor, shall:

# Confidential Transmission by Commercial Carrier *(continued)*

- a. Utilize containers of such strength and durability as to provide security protection to prevent items from breaking out of the container and to facilitate the detection of any tampering with the container while in transit;
- b. For DoD contractors indicate on the BL, "Constant Surveillance Service Required." In addition, annotate the BL as indicated in **5-408e**.
- c. Instruct the carrier to ship packages weighing less than 200 pounds gross in a closed vehicle or a closed portion of the carrier's equipment.

# Use of Couriers, Handcarriers, & Escorts

- 5-410.** Contractors who designate cleared employees as couriers, handcarriers, and escorts shall ensure:
- They are briefed on their responsibility to safeguard classified information.
  - They possess an identification card or badge which contains the contractor's name and the name and a photograph of the employee.
  - The employee retains classified material in his or her personal possession at all times. Arrangements shall be made in advance of departure for overnight storage at a U.S. Government installation or at a cleared contractor's facility that has appropriate storage capability, if needed.
  - If the classified material is being handcarried to a classified meeting or on a visit, an inventory of the material shall be made prior to departure. A copy of the inventory shall be carried by the employee. On the employee's return to the facility, an inventory shall be made of the material for which the employee was charged.

# Use of Commercial Passenger Aircraft for Transmitting Classified Material

**5-411.** Classified material may be handcarried aboard commercial passenger aircraft by cleared employees with the approval of the FSO.

**a. Routine Processing.** Employees handcarrying classified material will be subject to routine processing by airline security agents. Hand-held packages will normally be screened by x-ray examination. If security personnel are not satisfied with the results of the inspection, and the prospective passenger is requested to open a classified package for visual examination the traveler shall inform the screener that the carry-on items contain U.S. Government classified information and cannot be opened. Under no circumstances may the classified material be opened by the traveler or security personnel.

# Use of Commercial Passenger Aircraft for Transmitting Classified Material *(cont.)*

**b. Special Processing.** When routine processing would subject the classified material to compromise or damage; when visual examination is or may be required to successfully screen a classified package; or when classified material is in specialized containers which due to its size, weight, or other physical characteristics cannot be routinely processed, the **contractor shall contact the appropriate air carrier in advance** to explain the particular circumstances and obtain instructions on the special screening procedures to be followed.

**c. Authorization Letter.** Contractors shall provide employees with **written authorization** to handcarry classified material on commercial aircraft. The written authorization shall:

- (1) Provide the full name, date of birth, height, weight, and signature of the traveler and state that he or she is authorized to transmit classified material;
- (2) Describe the type of identification the traveler will present on request;
- (3) Describe the material being handcarried and request that it be exempt from opening;
- (4) Identify the points of departure, destination, and known transfer points;
- (5) Include the name, telephone number, and signature of the FSO, and the location and telephone number of the CSA.

# Use of Escorts for Classified Shipments

**5-412.** If an escort is necessary to ensure the protection of the classified information being transported, a **sufficient number of escorts shall be assigned to each classified shipment to ensure continuous surveillance and control over the shipment while in transit.** Specific written

instructions and operating procedures shall be furnished escorts prior to shipping and shall include the following:

- a. Name and address of persons, including alternates, to whom the classified material is to be delivered;
- b. Receipting procedures;
- c. Means of transportation and the route to be used;
- d. Duties of each escort during movement, during stops en route, and during loading and unloading operations; and
- e. Emergency and communication procedures.



# Functions of an Escort

**5-413.** Escorts shall be responsible for the following:

- a. Accept custody for the shipment by signing a receipt and release custody of the shipment to the consignee after obtaining a signed receipt.
- b. When accompanying a classified shipment in an express or freight car, provide continuous observation of the containers and observe adjacent areas during stops or layovers.
- c. When traveling in an escort car accompanying a classified shipment via rail, keep the shipment cars under observation and detrain at stops, when practical and time permits, in order to guard the shipment cars and check the cars or containers locks and seals. The escort car (after arrangements with the railroad) should be pre-positioned immediately behind the car used for the classified shipment to enable the escort to keep the shipment car under observation.
- d. Maintain liaison with train crews, other railroad personnel, special police, and law enforcement agencies, as necessary.

# Functions of an Escort *(continued)*

- e. When escorting classified shipments via motor vehicles, **maintain continuous vigilance** for the presence of conditions or situations that might threaten the security of the cargo, take such action as circumstances might require to avoid interference with continuous safe passage of the vehicle, check seals and locks at each stop where time permits, and observe vehicles and adjacent areas during stops or layovers.
- f. When escorting shipments via aircraft, provide **continuous observation** of plane and cargo during ground stops and of cargo during loading and unloading operations. The escort shall not board the plane until after the cargo area is secured. Furthermore, the escort should preferably be the first person to depart the plane to observe the opening of the cargo area. **Advance arrangements with the airline are required.**
- g. Notify the consignor by the fastest means available if there is an unforeseen delay en route, an alternate route is used, or an emergency occurs. If appropriate and the security of the shipment is involved, notify the nearest law enforcement official.



AIR FORCE

ARMY

NAVY

MARINES

**QUESTIONS?**



## DSS ACCESS

### Read Volume 3, Issue 2

of DSS Access, the official magazine of the Defense Security Service.

1 2 3 4 5 6 7 8



[Industrial Security](#)

[Professional Education](#)

[Industrial Clearances](#)

[Counterintelligence](#)

## News

June 20, 2014

The Ask PSMO-H webinar scheduled for June 24, 2014, has been postponed until Aug. 26, 2014 at 1:30 p.m. EDT. Registration for the June webinar is now closed, and you will need to re-register for the August webinar in August. If you registered for the June 24 webinar, you will receive a webinar reminder when it is time to sign up again.

June 17, 2014

2014 James S. Cogswell Outstanding Industrial Security Achievement Award winners announced.

June 3, 2014

Notice release for Facility Security Officers and Information Systems Security Managers

May 27, 2014

Clarification Regarding JCAVS Person Summary Screen PRINTOUTS:

May 16, 2014

DSS Rescinds ISL 2007-01

May 15, 2014

NSP SIPRNet Connection Approval Process (NSCAP) v2.3 Update - May 2014

May 14, 2014

ODAA Process Manual Implementation and DSS Security Plan Template Release

May 07, 2014

Notice for Contractors with GSA-approved Class 5 security containers manufactured by Fedsafes.

## User/System Alerts

04/14/14 [Attention ISFD Users: ISFD Utilization Notice](#)

03/21/14 [Attention ISFD Users: ISFD Account Administration](#)

[Information for Outside Directors/Proxy Holders](#)

## Most Requested Links

The following links go directly to the most commonly requested and visited portions of the DSS website.

- JPAS
- STEPP (formerly ENROL)
- e-QIP
- NSPOM/ISLs
- Derivative Classification
- SWFT
- ISFD
- Self Inspection
- Electronic Fingerprint Capture
- FSO Toolkit

Smart Phone App: <http://m.cdse.edu/fso/>

The screenshot shows the official website of the Defense Security Service (DSS). At the top left is the DSS seal, followed by the text "U.S. Department of Defense DEFENSE SECURITY SERVICE". On the top right, there are links for "Site Map", "A-Z Index", "Facebook", and "Twitter", along with a search bar. A navigation menu below the header includes "Home", "About Us", "Directorates", "Services", "Information Systems", and "Contact Us".

The main content area is titled "CDSE" and includes a sidebar with links: "About Us", "Registrar", "Education", "Training", "Certification", "Resources & Job Aids", "Request Services", and "Contact CDSE". The main text reads: "Home - CDSE - Toolkits - FSO Toolkit". Below this is the "toolkit FACILITY SECURITY OFFICER" logo. The introductory text states: "This toolkit will quickly point you to the resources you need to help you perform your role as a Facility Security Officer (FSO). Do you have a question about how to do something or need more information about a topic?"

A section titled "Select a category below to start accessing resources." features ten icons with corresponding links:
 

- FSO (Facility Security Officer)
- Facility Clearance
- Personnel Clearances
- Safeguarding
- Classified Visits & Meetings
- Self-Inspections/ Assessments
- Reporting
- Security Education
- Counterintelligence
- International

At the bottom left, there is a "Toolkit Index" link.



U.S. Department of Defense  
**DEFENSE SECURITY SERVICE**

[Home](#) [About Us](#) [Directorates](#) [Services](#) [Information Systems](#) [Contact Us](#)

[Home](#) → [CDSE](#) → [Toolkits](#) → [FSO Toolkit](#) → [FSO](#)

**toolkit**  
FACILITY SECURITY OFFICER



## FSO

*I am a new FSO – how do I get started?*

- What [training](#) is available to me?
- What are my [key resources](#) for information?
- What are the [key entities](#) I need to know about?
- I need more information on [classified contracts](#).

### FSO Training

- Short: [You're a New FSO: Now What?](#)
- eLearning: [FSO Role in the NISP](#) [IS023.16](#)
- eLearning: [Introduction to Industrial Security](#) [IS011.16](#)
- FSO Training Requirements: [ISL 2012-03](#) (05/14/2012)
- [FSO Curricula Brochure](#)
- Curriculum: [FSO Orientation for Non-Possessing Facilities](#) [IS020.CU](#)
- Curriculum: [FSO Program Management for Possessing Facilities](#) [IS030.CU](#)
- Instructor Led: [Getting Started Seminar for New FSOs](#) [IS121.01](#)
- [Access CDSE Training: STEPP](#)
- eLearning: [Sensitizing Facility Employees to Counterintelligence Concerns](#) [CI142.16](#)

### Key Resources for FSOs

- [NISPOM DoD 5220.22-M](#)
- [Annotated NISPOM](#)



## CDSE

[About Us](#)

[Registrar](#)

[Education](#)

[Training](#)

[Certification](#)

[Resources & Job Aids](#)

### RESOURCES BY TYPE

[- Security Shorts](#)

[- Security Training Videos](#)

[- Security Posters](#)

[- Toolkits](#)

### RESOURCES BY DISCIPLINE

[- Counterintelligence](#)

[- General Security](#)

[- Information Security](#)

[- International Security](#)

[- Operations Security](#)

[- Personnel Security](#)

[- Physical Security](#)

[- Sensitive Compartmented Info](#)

[- Special Access Programs](#)

[Request Services](#)

[Contact CDSE](#)

[Home](#) - [CDSE](#) - [Resources](#) - [Job Aids](#)

## Job Aids



### [Derivative Classification Training](#)

*December 2013, 17 pages.* The CDSE has provided this training document that derivative classifiers are required to have training once every two years on the proper application of the derivative classification principles of the order with an emphasis on avoiding over-classification. It is designed for wide dissemination as a hand-out for use by security managers and derivative classifiers. This job aid also provides an overview of the approved security classification documents that assist in analyzing and evaluating information for identification of elements that require classification.



### [Dissemination of Classified Information Within and Outside of the Executive Branch](#)

*December 2013, Trifold brochure.* Dissemination of Classified Information Within and Outside of the Executive Branch.



### [Self Inspection Handbook for NISP Contractors](#)

*November 2013, 65 pages.* The National Industrial Security Program Operating Manual (NISPO) requires all participants in the National Industrial Security Program (NISP) to conduct their own security reviews (self-inspections). The Self-Inspection Handbook is designed as a job aid to assist in compliance with this requirement. It also suggests various techniques to help enhance the quality of self-inspections.



### [Facility Security Officer Curricula](#)

*April 2014, Trifold brochure.* This pamphlet details the Facility Security Officer Curriculum, a program of study that prepares individuals for the duties and responsibilities of a Facility Security Officer (FSO) in a contractor facility participating in the National Industrial Security Program (NISP).

AIR FORCE

ARMY

NAVY

MARINES

**QUESTIONS?**

