

Department of the Interior

Departmental Manual

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Series: Law Enforcement and Security

Part 441: Personnel Security and Suitability Program

Chapter 7: Security Briefings, Education and Training

Originating Office: Office of Law Enforcement and Security

441 DM 7

7.1 **General.** Security education and training should be tailored to meet the specific needs of the Department's security program (See 442 DM 9 for the Department's approved methods and standards for Security Education and Awareness). Training methods may include but are not limited to briefings, interactive videos, and dissemination of instructional materials.

Bureaus/Offices shall maintain a record of the briefing/training and the participants. Actual Bureau/Office responsibility for education and training functions may reside with one or more specialized security program components (i.e., facility, information, Operational Security (OPSEC), personnel security, etc.)

7.2 **Briefings.**

A. Initial Orientation Briefing. Individuals who will have access to classified information shall be provided an orientation briefing prior to being granted a security clearance as reference in 441 DM 6.3C.

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B. Refresher Briefing. All employees who have access to classified information shall receive at a minimum, annual refresher briefings designed to remind employees of their security responsibilities, impart any changes in the security programs, and enhance security awareness.

C. Counterintelligence Briefing. A counterintelligence briefing shall be presented periodically to employees with access to classified information. Several government agencies have counterintelligence professionals who are available to conduct this type of briefing. Contact the Office of Law Enforcement and Security (OLES) for assistance in locating these resources.

D. Foreign Travel Briefing. The Department of State provides current foreign travel advisories regarding situations abroad. Employees traveling abroad should be aware of these situations and prepared for security and safety concerns that foreign travel may introduce. Employees with a National Security Clearance must receive a foreign travel briefing (from their respective Bureau/Office Security Officer) regardless of the reason for foreign travel (business or pleasure) prior to departure.

E. Courier Briefing. Employees authorized by their Bureau/Office Security Officer to hand-carry classified information shall receive a courier briefing (Illustration 1 of this chapter). The briefing consists of information regarding the methods and responsibilities for hand-carrying classified material and must be read and signed by the courier. The signed briefing form is then placed in the employees Official Personnel File (copy to recipient) and is valid for a period of one year. A copy of the guidance document, Do's & Don'ts of Hand-carrying Classified Material (Illustration 2 of this chapter) must be provided to the courier as a reference document.

F. Termination Briefing. An employee granted access to classified information and no longer requires such access shall receive a termination briefing. At a minimum, the briefing will include: (1) communicating to the employee the continuing responsibility not to disclose any classified information to which he/she had access and the potential penalties for non-compliance; (2) communicating to the employee the obligation to return to the appropriate Bureau/Office

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Security Officer or other official all classified information in the employee's possession; and (3) to require the employee to sign the Security Debriefing Acknowledgement on the reverse side of the Standard Form 312, Classified Information Nondisclosure Agreement.

7.3 Specialized Security Education and Training. Bureau/Office Security Officers, Security Specialists, adjudicators, and derivative classifiers must receive at a minimum, annual (or as needed) specialized training pertaining to their assigned duties. Bureaus/Offices that require a Communications Security (COMSEC) Custodian must ensure that this individual is provided training by the National Security Agency regarding the duties and responsibilities of the function, prior to being officially designated as the COMSEC Custodian.

7.4 Refresher Training and Continuing Compliance. Refresher training is an essential part of the individual's security education. Supervisors will ensure that subordinates are aware of their security responsibilities, follow the appropriate procedures, and comply with security regulations governing the protection of classified and sensitive information.

Illustration 1

COURIER BRIEFING

Prior to becoming a courier of classified material, designated employees must be briefed as follows:

- The classified material must be in your physical possession at all times, unless proper storage at a United States Government facility or appropriately cleared contractor facility (continental U.S. only) is available. Hand-carrying classified material on trips that involve overnight stopover is not permitted without advance arrangements for proper overnight storage in a Government or a cleared contractor facility. When you surrender any package containing classified material for temporary storage (e.g., overnight or during meals) you must obtain a receipt signed by an appropriately cleared, authorized representative of the Government or contractor facility accepting responsibility for safeguarding the material.
- You may not read, study, display, discuss, or use classified material in any manner on a public conveyance or in a public place.
- When the classified material is carried in a private, public or Government conveyance, you will not store it in any detachable storage compartment such as an automobile luggage rack, aircraft travel pod or drop tank. You may not leave classified material unattended under any circumstances.
- A list of all classified material carried or escorted by you will be maintained by your Agency. Upon return, you must account for all classified material.

- Whenever possible, you should return the classified material to your Agency by one of the other approved methods for transmission.

I have read the above statement and understand my responsibilities as a courier/escort of classified material.

Signature: _____ Date: _____

Illustration 2

DO's & DON'Ts of Hand-carrying Classified Material

Do:	Don't:
Plan well in advance so the classified material will be waiting for you at your destination.	Wait until the last minute to decide what classified material should be taken.
Make every effort to send classified material via secure means [e.g., U.S. Registered Mail or Defense Courier Service (DCS)], as appropriate.	Hand-carry classified material unless there is no other way to get it there.
Make certain you have received a briefing regarding your hand-carrying responsibilities.	Just throw the classified material into your attaché case for transport.
Obtain documentation [Authorization Letter(s)] that permits you to hand-carry classified material.	Hand-carry classified material without the appropriate authorization and documentation.
Arrange to have the classified material shipped back via secure means (U.S. Registered Mail or DCS).	Think that because you hand-carried the classified material to your destination, that you have to hand-carry it back.
Use SECURE fax machines for classified materials that do not require original signatures.	Forget to make sure that you use a SECURE fax machine when transmitting classified material.
Obtain a receipt for any temporary storage (GSA-approved storage at an accredited facility – see 442 DM for additional details).	Take classified material home with you before, or after your trip, or store it in your hotel room.

Report security incidents to your security official as soon as possible.	Wait until it's too late for something to be done about security incidents.
	Be surprised if customs officers want to check your material.