



# THE TEN GOLDEN RULES FOR SECURITY SUCCESS

Knowledge of security requirements is a prerequisite for maintaining a security clearance - for the employee as well as for the company. This information page was designed to help you achieve security success if you are one of the random employees DSS selects to interview. Please take a few minutes to review the following information.

Questions or comments should be directed to the site Facility Security Officer (FSO):

FSO	Yolanda Estrada	310-364-7306	yolanda.estrada@boeing.com
Alt. FSO	Chris Brown	310-662-8758	chris.brown2@boeing.com



**1. Question:** How are classified documents protected and safeguarded?

**Answer:** Classified material must be marked properly, have appropriate cover sheets attached, and be stored in an approved classified container when not in use. When in use, classified material must be protected by a cleared individual at all times. (Temporary holding in an unclassified desk or container is not authorized.)



**2. Question:** Where are combinations for classified containers stored?

**Answer:** The combination is always memorized and never recorded on notes, cards, or stored in some ambiguous or obscure method in the wallet. A master listing of all combinations is on file with Security.



**3. Question:** How are documents loaned or transferred to other employees?

**Answer:** A document can be loaned to another employee for short periods. However, before loaning or transferring any documents, the custodian must establish that the recipient has the appropriate security clearance, a need to know for the information, and approved storage capability (access to a classified container). Permanent transfers of accountable (TS and NATO) material must be coordinated with Top Secret Control Officer for Top Secret material and Document Control Station for NATO material.



**4. Question:** How are visitors' security clearances verified?

**Answer:** Clearance information can be verified on the EI Segundo Security & Fire Protection web page at:

[https://epss.web.boeing.com/osu/osu\\_menu.cfm](https://epss.web.boeing.com/osu/osu_menu.cfm)

For incoming visitor clearance information select "Non-Employee Clearance Verification. Once the visitor's clearance and their need-to-know have been verified, classified information can be exchanged. Remember, the Boeing badge is not to be used to verify clearance information. Contact Security at 310-364-5580 or 714-896-1082 for any additional guidance.



**5. Question:** What constitutes a suspicious contact and why should it be reported?

**Answer:** A suspicious contact is an effort by any person, regardless of nationality, without a need-to-know to obtain illegal or unauthorized access to classified, sensitive unclassified or proprietary information. These contacts can be made in person, via telephone, e-mail, letters, or the internet. They can also be contacts and special gratuities provided to you while you are on foreign travel. Have you ever been on foreign travel and conveniently had your room upgraded for no additional costs? This sounds suspicious and should be reported.

The importance of reporting these contacts and activities is that the government and private industry can then monitor foreign entities or competitors, provide warnings to others, and also detect and neutralize foreign threats at a higher level.

In addition to reporting suspicious contacts, employees must report any information they receive concerning espionage, sabotage, or terrorist activities.



**6. Question:** Does an “uncleared” person that has been exposed to sensitive or classified information have any responsibilities?

**Answer:** Uncleared employees who discover unattended classified material must protect the information and immediately contact Security 310-662-5495. If the material is discovered after hours, call 310-364-5000 (ext. 4-5000) for overnight storage.



**7. Question:** When did you last receive any security awareness and educational material?

**Answer:** Security publishes security awareness newsletters and brochures to communicate the basic security responsibilities to all employees. Campus e-mails, program security briefings, posters, seminars and visits to the Security website all count as security education. The Boeing Security Manual is online and can be accessed via the Security home page at:

<http://sdcshared.web.boeing.com/security/dod/dod.html>



**8. Question:** What tasks are required to host a non-US person visitor?

**Answer:** The Incoming Foreign Visit (IFV) Users Guide can be found at the following URL:

[http://sdcshared.web.boeing.com/security/fpvc\\_user\\_guide/fpvc\\_user\\_guide.html](http://sdcshared.web.boeing.com/security/fpvc_user_guide/fpvc_user_guide.html)

Input Foreign Visitor information into the IFV tool at:  
[https://epss.web.boeing.com/osu/osu\\_menu.cfm](https://epss.web.boeing.com/osu/osu_menu.cfm)

When the request is approved, note the visit request Tracking ID and contact Badge & ID (310-416-6160) to coordinate access and badge issuance.



**9. Question:** What is adverse information and why should it be reported to Security?

**Answer:** Adverse information is any information that may cause the integrity or character of an employee to be questioned or suggest that his or her ability to safeguard classified information may be impaired. When these circumstances are present, continued access to classified information may not be in the best interest of national security. Cleared employees are required to report adverse information about themselves or other employees either holding a current security clearance or being processed for one. Examples of adverse information include DUI, DWI, criminal activities (arrest), bizarre or disgraceful conduct, and treatment for mental or emotional disorders, excessive use of intoxicants, use of illegal substances, recurring financial difficulties, and/or unexplained affluence.



**10. Question:** Do you need to report personal status changes to Security?

**Answer:** The following changes for cleared employees must be reported when:

- An employee changes his or her name or citizenship.
- Termination of employment.
- Suspicious contacts, regardless of nationality, attempting to obtain illegal or unauthorized access to classified information or compromise a cleared employee.

Other things that need to be reported to Security are:

- Loss, compromise, or suspected compromise of classified information.
- Physical security deficiencies, such as badge reader failure or malfunctioning door.
- An employee is reassigned and no longer supports a classified effort.
- An employee no longer desires to work on classified work, to be processed for a security clearance or to continue an existing security clearance.

For more information, please visit our Security & Fire Protection web site at:  
<http://sdcshared.web.boeing.com/security/dod/dod.html>