

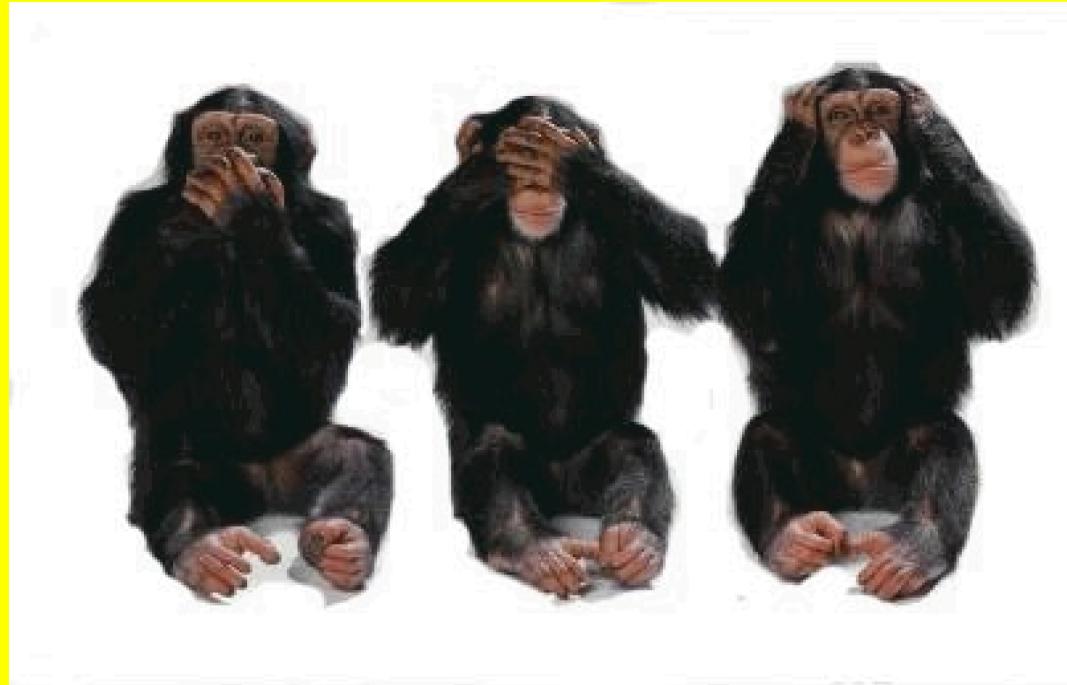


# Living in a SCIF: Common VQ Security Issues & Aircraft as a TSCIF

**Speak no evil...**

**See no evil...**

**Hear no evil...**



**Don't monkey around when it comes  
to security violations!**

**If you HEAR it, SEE it, or SPEAK it,  
REPORT IT!**



# Q-1 Security Stand-down

- Security is a **EVERYONE'S** responsibility regardless of rank or position
- Good security practices should be woven into your daily conduct. They should not be an afterthought, considered an obstacle (to be overcome or endured), or something you just do to stay out of trouble. There are no crisis or threat to life/limb that should require us to take security shortcuts
- Always room for improvement - top to bottom
- It's a privilege to hold a clearance
  - With privilege comes responsibility
- Complacency and security do not mix; remain vigilant

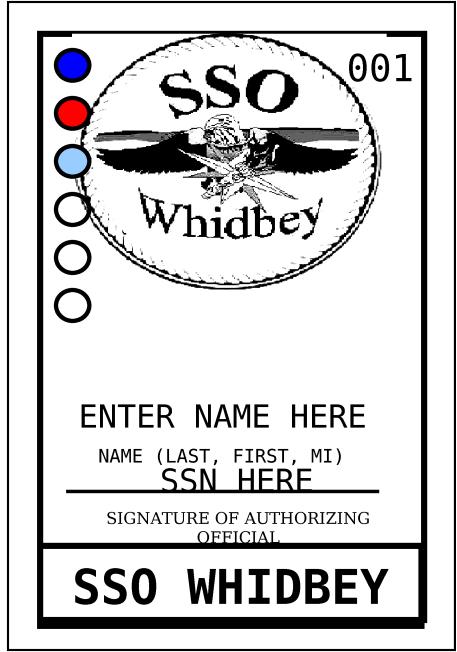


# Reportable Items

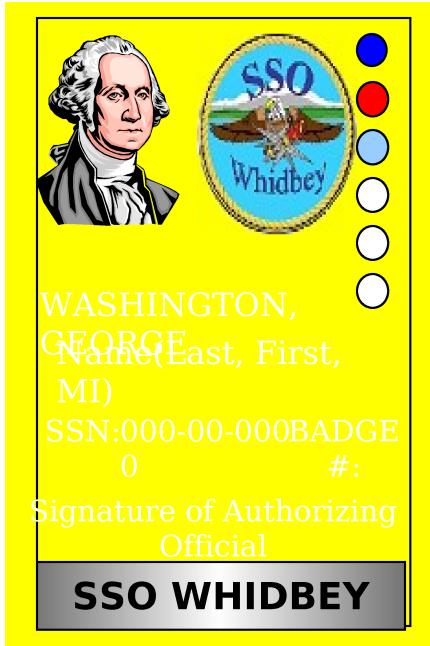
- Anticipated Unofficial Foreign Travel
- Co-habitation/Marriage/Divorce
- Excessive Indebtedness
- Adverse involvement with the law (tickets \$150)
- Contact with Foreign Nationals (within 72 hours)
- Outside employment
- Anticipated publications



# Badges



**NEW  
SCIF  
BADG  
E**



**OLD  
SCIF  
BADG  
E**  
\*REMAIN  
S VALID  
UNTIL  
PHASED  
OUT

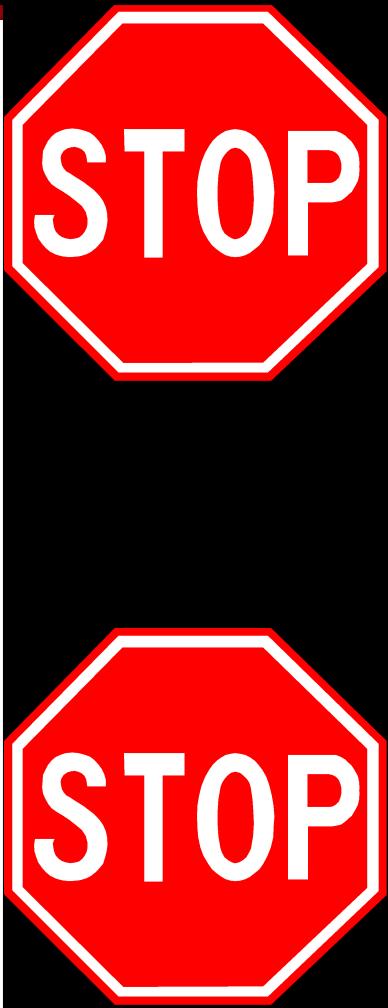
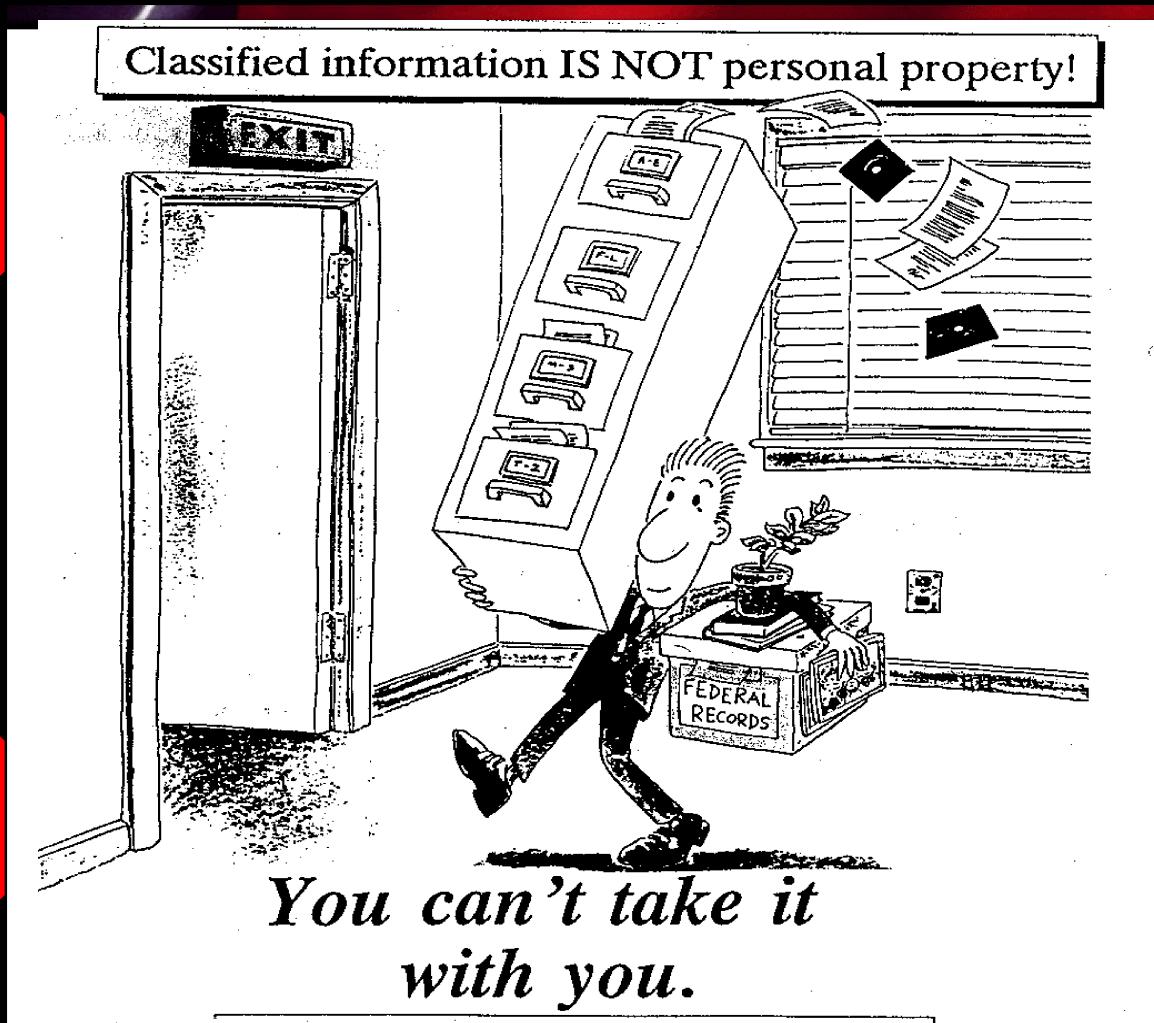
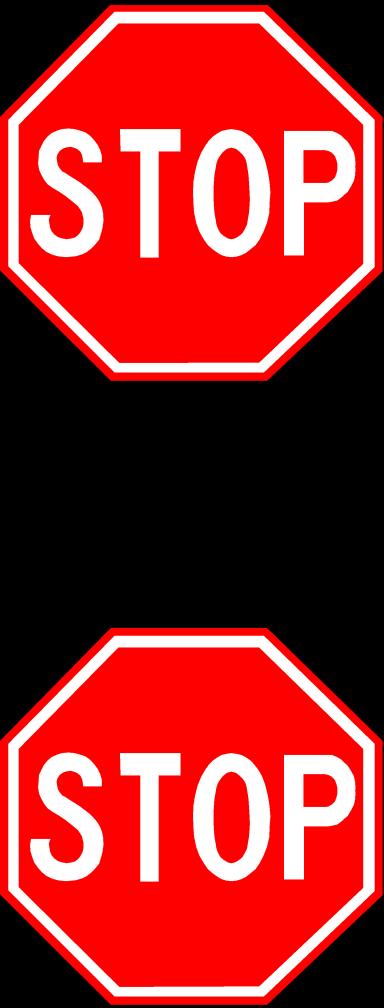
**badges are acceptable in NASWI SCIFs and you  
ARE REQUIRED to display your badge while in the SCIF  
all times. Challenge anyone not displaying badge!**



# Escorting Procedures

- All uncleared personnel will receive an uncleared (pink) badge after completing all entries on the visitor log
- Only SCI cleared personnel can escort uncleared personnel and must maintain sight at all times! Never leave the individual alone and if you must transfer custody of individual to another escort everyone MUST come to sign visitor log
- Work centers are responsible for escorting their visitors
- Update - you must sign the Escort Procedures log each visit acknowledging your responsibilities
- Ensure spaces are sanitized prior to entrance
- Announce “uncleared” loudly prior to entering any space; you should hear personnel shuffling or taking action to sanitize, if not announce again and ensure all cpu monitors are off, ~~classified~~ documents are

# Contact your SSO before Hand Carrying Classified Material





# Courier Cards/Procedures

- Courier cards are issued only to officially designated couriers having a need to transport SCI material
- Courier cards are not held permanently by the courier. Cards are signed out with the SSR office prior to and after completion of mission(s) or deployment
- Loss, theft, or compromise of a courier card must be reported ASAP or within 24 hours to the SSR office
- Couriers must possess written authorization from SSO Whidbey via the SSR Office if couriering material via commercial aircraft (last resort only!)
- All material must be double wrapped
- When transporting items within the command you still must ensure that proper cover sheets are used. Do NOT walk around with classified material exposed



# Labeling Classified Material

- VQ personnel who create classified material of ANY kind are responsible for proper labeling.
  - Command name
  - User's first and last name
  - Storage location (N2, N6, N7, N9, DET)
  - Classification
  - Inventory control # (Obtained from SSR Division)
  - Date of generation
  - Date to be reviewed for destruction (1 yr)
- Label all working papers accordingly
  - Must be reviewed at 90 days for destruction



# Aircraft Tactical SCIF

- It is not business as usual!!! Enforcement from DNI.
- When used at SCI level:
  - Controlled and limited to SCI personnel only
  - No unattended storage of SCI material
    - All SCI material must be stored in an accredited SCIF
  - Aircraft must park within controlled area with greatest amount of protection
  - In Operational mode the aircraft will act as a SCIF.
  - All A/C will have binder with access rosters displaying cleared personnel and checklist prior to going into Operational mode
  - Record date, time up/down, and name of individuals responsible

\*\* Additional requirements will be coming



UNCLASSIFIED//FOUO



# Your Trash = Enemies Treasure

- You should Shred the following info...
  - Flight Schedules
  - Travel/PCS Orders
  - Organization Charts
  - Squadron Calendars
  - Social Security Numbers
  - Addresses
  - Phone Numbers
  - Recall Lists
  - Phone Bills



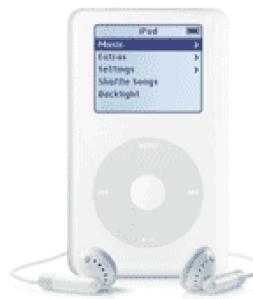
DO NOT place burn bags within 4 ft of unclassified trash can

UNCLASSIFIED//FOUO



# Prohibited Items in the SCIF

Cell phones/cameras  
Personal Electronic Devices (PEDs)  
Two-way pagers  
Thumb Drives  
MP3 Players  
IPODs  
Recording Devices  
Personal Computers  
Guns and Bombs



- Masking of thumb drives (lanyards, keychains, etc)



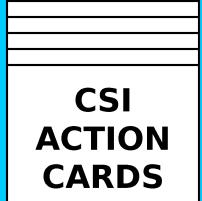
# General Security Items

- Cell phones - still seeing personnel entering SCIF with cell phones
- “Talking around” classified topics outside SCIF, on unclass phone or email – Go to the SCIF to discuss classified; use STU/STE phones
- White paper in trash can; all paper must go to burn bag for shredding (Approved shredder located in SSR shop)
- Hand-written notes in notebooks or on stickies have classified information then taken out of the SCIF
- Understanding classification and markings; if you don’t know ASK! Don’t assume that everyone is cleared for all caveats
- Daily check-out of classified (must be returned by COB)



# Security Violation / PDS

- Security Violation – A compromise of classified information to person(s) not authorized to receive it
  - Removal of SCI from the SCIF without authorization
  - Accidental exposure of classified information to uncleared personnel
  - Transmitting SCI on SIRPNET/NIPRNET
- Practice Dangerous to Security (PDS) - Failure to comply with provisions of security regs which could cause a potential compromise of classified information. Requires immediate corrective action!
  - Placing burn bags next to trash can
  - Leaving safes open in unattended spaces

	DON'T SHARE PASSWORDS	Want to WIN the game?	MARK BURN BAGS	DEBRIEF PRIOR TO TRANSFER	FINISH YOU WIN WITH CSI!	START
	GET AT/FP BRIEF PRIOR TO FOREIGN TRAVEL	SECURITY VIOLATIONS	SCI ACCESS INDOC			
	DON'T DISCUSS CLASSIFIED IN HALLWAYS	  	COUNT SECURITY IN!!!!	DOUBLE WRAP CLASSIFIED MATERIALS		
	USE CORRECT COVER SHEETS	GET TWO PERSON REVIEW PRIOR TO MAILING	USE APPROPRIATE FAX FOR CLASSIFIED MATERIALS	FOLLOW PROPER ESCORTING PROCEDURES	PROPERLY CLASSIFY REPORTS	REPORT MARRIAGE OR DIVORCE



# Questions?

