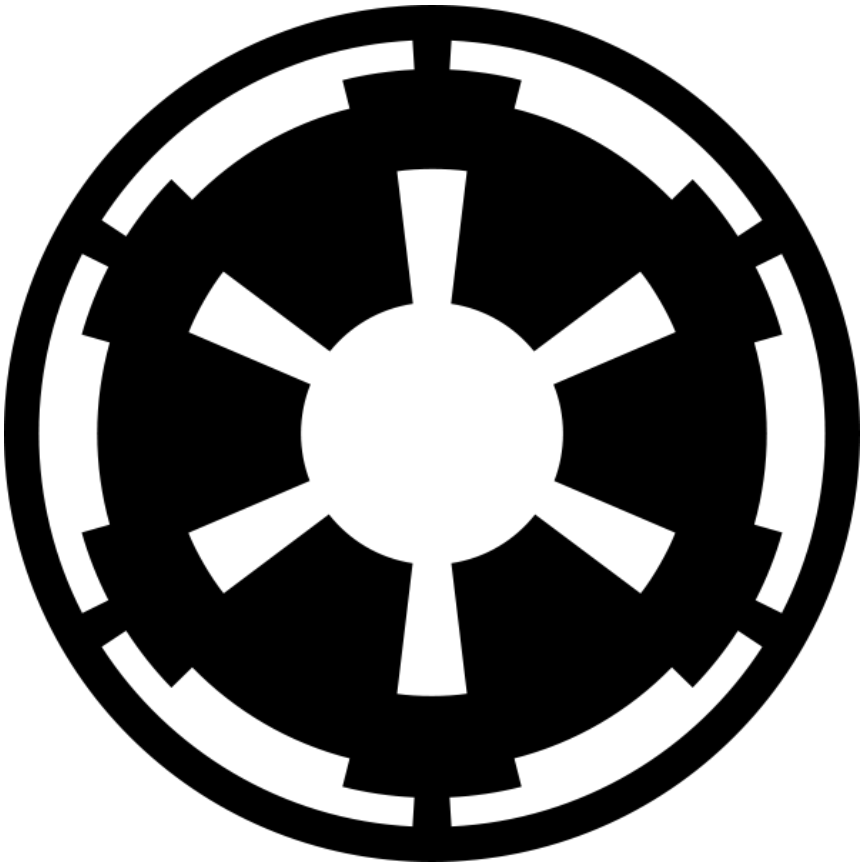
GALACTIC EMPIRE



SECURITY CLEARANCE POLICY

SCP-14

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Introduction

As with any large organisation that deals with multiple tiers of information in different spheres of interest and with different levels of information dissemination; certain aspects of information control are required. While the enemies of the New Order continue to seek knowledge of and disrupt Imperial plans, it is a requirement for security that information is viewed as a commodity. Like any other commodity it requires restrictions and limits of promulgation dependent on a member's demonstrated trustworthiness. To this end, the Galactic Empire has instituted the following Security Clearance policy.

This document is a summary on security clearances, their uses and the procedures associated with security clearances. This document shall serve as a guideline to all Imperial personnel as to the nature of Security Clearances, their intent, their use and their limits.

Distribution

- All Imperial personnel

Overview of Clearance Levels

LEVEL	TYPE OF INFORMATION
Tudor	Information of a supremely sensitive nature that if inappropriately released would likely result in one or more of the following: • *A breakdown of key political and diplomatic dealings of the Empire* • *Destruction of key assets across Imperial Territory* • *Loss of life of a member of The Throne* • *Economic collapse of the Empire* • *Mass civil unrest or significant loss of confidence in the Empire*
Top Secret	Information of a highly sensitive nature that if inappropriately released would likely result in one or more of the following: • *Significant embarrassment to political and diplomatic dealings of the Empire* • *Destruction of assets across Imperial Territory* • *Significant loss of Imperial personnel or citizens* • *Loss of an Imperial strategic resource* • *Endanger the success of multi-unit campaigns* • *Significant loss of revenue for the Government* • *Civil unrest or loss of confidence in the Empire* • *Cause embarrassment or damage to an ally*
Secret	Information of a sensitive nature that if inappropriately released would likely result in one or more of the following: • *Embarrassment to political and diplomatic dealings of the Empire* • *Destruction of assets within a single Sector* • *Large loss of Imperial personnel or citizens* • *Endanger the success of unit operations* • *Loss of revenue for the Empire* • *Cause embarrassment or damage a friendly corporation or government*
Restricted	Information that should be treated with care that if inappropriately released would likely result in one or more of the following: • *Destruction of non-strategic assets* • *Loss of Imperial personnel or citizens* • *Endanger the success of unit missions*
Unrestricted	All other information that does not fit into one of the above categories.

Requirements for Clearances

Security clearances are each associated with particular requirements that must be met by personnel in order to obtain such a clearance. These requirements are strong guides for ISB Agents to utilize in their assessment for whether a person is fit and proper to hold a clearance of any particular level. It must be understood that simply meeting the requirements documented herein is not necessarily grounds for granting or even withholding a clearance, as there are many factors that might apply.

The Grand Vizier or Throne may waiver requirements for an individual security clearance as they deem necessary and only on a case by case basis.

LEVEL	REQUIREMENTS
Tudor	• Issued at The Throne's discretion
Top Secret	• Minimum of 18 months Imperial service • No Class II or III infractions on service record • At least 12 months since last Class I infraction
Secret	• Minimum of 12 months Imperial service • No Class III infractions on service record • At least 12 months since last Class II infraction • At least 6 months since last Class I infraction
Restricted	• Acceptance into the Galactic Empire

Positional Requirements

Positions within the Empire are granted access to a variety of information pertinent to their role and level within the Empire's hierarchy. The higher someone progresses in position, then naturally the more information they gain access to, and it is due to this that the level of a given position within the Empire carries with it a security clearance requirement. The security clearance requirements for these positions are as follows:

- 4th Tier Commander – SECRET
- 3rd Tier Commander – TOP SECRET
- 2nd Tier Commander – TOP SECRET
- 1st Tier Commander – TUDOR

Application of Clearances

Security clearances are an important part of every Imperial personnel record. For the chain of command, they serve as an indicator of appropriate personnel for the relevant distribution of information. As a consequence, they also indicate the appropriate level of trustworthiness and time of service for positions throughout the Galactic Empire.

All standard information mediums of the Empire such as IRC, Instant Messengers, Bulletin Boards/Forums, E-mail and websites have a clearance requirement attached to them, to assist in the management of security. Most official channels of the Empire are considered to be at a RESTRICTED level clearance, whilst branch and unit command channels will have a higher clearance as appropriate to their level. Higher security clearance requirements are in use for command, intelligence, security and COMPNOR channels.

Security Clearance Identifiers

All official E-mail messages sent within and without the Galactic Empire require a security clearance identifier in the subject of the message. This identifier allows recipients to quickly assess the suitability of the message to be passed on to other personnel, and understand the nature of the information's security. Examples of security clearance identifiers are:

- [UNRESTRICTED] Welcome to the Galactic Empire
- [SECRET] Orders – Operation Fireball
- [TOP SECRET] Briefing – Enemy Activity in Orus Sector, June 2007

Tracking of Clearances

The list of clearance requirements for the various forums, channels and activities is kept and maintained by the Imperial Security Bureau as the custodians of internal security within the Galactic Empire. ISB may provide upon request, information regarding clearance requirements for channels and forums to those personnel with a legitimate need for that information.

Responsibility

It is the responsibility of the sender/creator of documents and messages to clearly label the security clearance requirements of documents and messages that they transmit. The general guidelines for information as expressed in the Overview of Clearance Levels table, shall serve as a basic guideline for the classification of information into security levels. Those personnel with doubt as to an appropriate security clearance should consult their CoC, or an ISB Agent.

Although the clearance requirement for information is generally is at the discretion of the originator of the information, higher levels of the chain of command may reclassify the clearance of the information. All information outside of standard information mediums is, as a rule of thumb, to be considered of RESTRICTED level. Default and specific requirements for certain branches or communications in certain bodies such as Military Headquarters, overrule this rule of thumb. Where these specific requirements apply, they should be clearly articulated to all personnel involved to avoid mishap.

Security Oversight

Imperial Security Bureau Agents, Imperial Intelligence Agents and The Throne may reclassify the clearance level for any information as they deem fit, with disagreements to be directed through the CoC. For all non-Imperial High Command disagreements on classifications, the ultimate authority is delegated to the Director of the Imperial Security Bureau, with The Throne being arbiter for disagreements within Imperial High Command.

To work as intended, it is paramount that all personnel are familiar with the levels and applications of security clearances and their associated procedures. It is vital that no information is ever distributed to individuals not meeting the clearance requirements for that information. Such an infraction or oversight would constitute a breach of security, and offenders will be prosecuted by the ISB.

Identification of Clearances

Security clearances are identified through the use of code cylinders on the uniform and COMMCENT signature of all personnel. The combinations of code cylinders appear are as follows in relation to the rank plaque:

CLASSIFICATION	CYLINDERS
Tudor	2x gold code cylinder on the left and 2x gold code cylinders on the right
Top Secret	1x gold code cylinder on the left and 2x gold code cylinders on the right
Secret	1x gold code cylinder on the left and 1x gold cylinder on the right
Restricted	1x gold code cylinder on the right
Unrestricted	Nil

Registration and Tracking of Clearances

Security clearances assigned to personnel are recorded in the Imperial Resource Management System (IRMS) by the ISB, and can be viewed by personnel with the appropriate permissions. If there is any doubt as to the clearance of any individual, inquiries may made with ISB, who shall confirm the individual's security clearance and adjust any IRMS records as necessary.

Attainment Policies

Security clearances are assessed, issued, and revoked only by the Imperial Security Bureau or The Throne. ISB is mandated with the governance of clearances from RESTRICTED through to TOP SECRET for general personnel of the Empire, with the exception being Imperial Intelligence who may issue its own security clearances to its personnel.

It is stressed that the responsibility of only assigning personnel to duties within the bounds of their security clearances, and requesting new clearances well enough in advance of promotions and appointments lies with the COs. It is essential that regular communication between COs and the ISB on this issue of security clearances is maintained.

It is pointed out that it is not a requirement to plan personnel for a position in order to request an upgrade of their clearance. Meeting the active service time is reason enough for requests up to and including SECRET level, and is at the discretion of the 3rd Tier Commander.

Restricted

When a Recruit is accepted into the Empire, they are automatically granted security clearance of RESTRICTED. A provisional security clearance of RESTRICTED may also be granted by the Vizier of Diplomacy upon consultation with Imperial Intelligence, but such use is limited for the purposes of diplomatic communications on IRC and COMMCENT.

Secret and Top Secret

SECRET and TOP SECRET clearances are assigned by the ISB and shall be requested by 3rd Tier Commanders or above. The process of requesting such security clearances is as follows:

1. 3rd Tier Commander sends an e-mail to the appropriate ISB Liaison (or isb@swc-empire.com if no Liaison is assigned) requesting a security clearance review. The message must contain the handle, rank, position and reason for the review.

2. This request will then be reviewed by an ISB Agent, taking into consideration factors such as time of service, achievements, service record and perceived personality.

3. An ISB Agent, with approval of the ISB Director, will reply with a message to both the 3rd Tier Commanding Officer and the person in question, outlining the decision of the Bureau, and detailing any changes to security clearances that have occurred as a result of the review

4. The ISB Agent will update the IRMS profile as appropriate if a new clearance is granted.

Tudor

TUDOR clearance will only be issued by a member of The Throne as they deem appropriate.

Loss of Security Clearance

Loss of security clearance occurs very rarely within the Empire, as once a person has been assigned a given security clearance, they will retain that clearance even if they move into a position of a lower security clearance requirement. Loss of security clearances can occur as a result of ISB prosecution, loss of confidence in an individual and departure from Empire service. Loss of a security clearance is subject to decision of the ISB; reviews in this regard will be undertaken at the request of the appropriate commanding officers or on direction of The Throne.

Credits

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