

ASSIGNMENT SHEET 5.3**Control Measures Exercise****INTRODUCTION**

This exercise provides practical application of information provided in Lesson Topics:

- 5.1 Control Measures
- 5.2 Destruction

LESSON TOPIC OBJECTIVES

Upon completion of lesson topics 5.1, 5.2, and this team exercise, you will be able to:

1. Identify the level of control measures commensurate with various assigned classification designations.
2. Determine administrative requirements involved in applying control measures for various forms of classified information.
3. Describe administrative procedures associated with receipt and routing of classified information.
4. Apply risk management strategies to determine level of risk in association with the control measures for various forms of classified information.
5. Determine requirements for destruction of various types of classified information.
6. Describe procedures for safeguarding and accountability of burn bags.
7. Identify administrative requirements for the destruction process.
8. Determine destruction detail responsibilities.

EXERCISE DESCRIPTION

Each Team will work the same exercise which includes three scenarios and ten questions to be discussed and considered for each scenario. All necessary documentation is provided to do the exercise.

You will describe risk management procedures/methods used in determining the level of control measures necessary, preparing classified information for destruction, safeguarding of burn bags, identifying vulnerabilities and actions necessary in regards to the Industrial Security Program (working with government contractors) and computer security programs.

SCENARIOS FOR TEAM EXERCISE 5.3 ASSIGNMENTS**SCENARIO #1 - SMALL SHORE BASED COMMAND**

Total command compliment is 80 personnel. Command's mission is to provide administrative and logistical support to several afloat commands. You hold no Top Secret information and at present there are no Top Secret accounting procedures established. A limited amount (100 pieces) of Secret information is maintained in the Security Manager's office. You still are maintaining a lot of classified paper items but now also have several classified CDs. You are not sure how much Confidential information you hold, but a reasonable estimate would be 20 various publications, of which half are NWP's and a maximum of 150 other types of information (e.g., correspondence, messages). There are no permanently assigned contractor personnel, however, on the average twice yearly contractor personnel are aboard for short durations (30 days or less). You are in the process of discussing the need for a SIPRNET hook-up, with 10 user accounts with anticipation that 3 computers for SIPRNET connection will be installed within the next six to nine months. The 3 SIPRNET computers will require hook-up to one printer, location yet undetermined. There are two small desk-top cross-cut shredders within the command for the purpose of destroying classified paper information but one is inoperable.

SCENARIO #2 - MEDIUM AFLOAT COMMAND

Total command compliment is 600 personnel. You have 42 pieces of Top Secret holdings with an established accounting system. Secret information numbers 825 pieces with most sub-custodied out. In addition, an extensive NWP Library is maintained. There are 250-300 Confidential publications/messages etc. that are in the custody of Department Heads/Division Officers. Contractors visit the command on a regular basis mainly for technical support for the Engineering and Operations Departments. There are two permanently assigned technical representatives at the command who are aboard during underway periods. You still maintain a lot of classified paper items. You destroy, on average, 10 - 20 burn bags quarterly and have what is felt to be adequate procedures in place, but routinely have to transport burn bags to other facilities for destruction. You now hold a large amount of classified CDs and must transmit them back to NSA for destruction. For SIPRNET use the command has 5 terminals (with removable hard drives) hooked up to a server (located in a secure

room) and 20 user accounts. All 5 SIPRNET terminals are connected to one printer, located in the secure room.

SCENARIO #3 - LARGE SHORE BASED COMMAND

You have 1300 military, 250 civilian and 40 contractor personnel assigned. Top Secret information is limited to 10 pieces with established control procedures in place. A military Secret Control Officer is assigned due to the large volume (12,000 pieces) of Secret information maintained (both paper product and CDs). An NWP Library is maintained as well as a Technical Library with approximately 2,000 pieces of Confidential and controlled unclassified information. You use burn bags and destroy approximately 30 bags quarterly and transmit back approximately 50 CDs monthly to NSA for destruction. You have a large mulcher facility that is under your cognizance and other commands throughout the area use your facility for the destruction of their classified paper products. A SIPRNET system with 50 terminals, each with a removable hard drive, hooked up to 2 servers with 100 user accounts was recently installed. The servers are in a secure room, however most of the terminals are in working offices. Ten SIPRNET terminals each are hooked up to a printer (5 total) located in one of 2 secure rooms. The CO has just advised you that he wants a printer in his officer for his SIPRNET system and wants to know if this is feasible.

(OPTIONAL) SCENARIO #4 - MEDIUM SIZE MARINE COMMAND

You have 800 Marines and 18 Navy personnel assigned. You are eligible to receive Top Secret information with a Top Secret Control Officer and Assistant assigned; but do not currently hold any TS information. You have a total of 500 Secret and Confidential documents/messages/CDs. At present 16 personnel hold a TS clearance and 43 personnel hold Secret security clearances. You have a Classified Material Control Center (CMCC) located in your S-1 Adjutant's Office. Also, 6 Secondary Control Points are located in the S-2, S-3, S-4 and S-6 offices. There is an EKMS Manager, a STU-III custodian, and an Information Assurance Manager (IAM) in the S-6 office. The S-2 Office is responsible for the Command Personnel Security Program (Clearance/Access) with the Adjutant being responsible for control measures for classified information held within the Command. You destroy an average of 3 burn bags of classified information per week utilizing a small desk-top approved shredder in your command that is used routinely. Access to a large approved mulcher is available for use at the Division. Your Command's Standing Operating Procedure (SOP) has not been updated recently. Message traffic is received via a secure network located in the S-6 Office spaces. You routinely have visitors within your command including cleared contractor personnel who

require access to Secret information. Your SIPRNET consists of 10 laptop hook ups, with one printer in S-2.

ASSIGNMENT

As the Security Manager, discuss the following questions to determine adequate Control Measures and Destruction procedures in the Command for each scenario:

1. Vulnerabilities and Risk Management
2. Top Secret Accounting Procedures
3. Secret/Confidential Information Control Procedures to include SIPRNET
4. Industrial (government contractors) Security Program for Contractor Personnel
5. Factors to consider in regards to computer security
6. Other issues (i.e., Reproduction Equipment/Fax Machines etc.)
7. Destruction Methods/Procedures that are in place
8. Need for Security Servicing Agreements/Clean Out Day etc.
9. Other Areas of Consideration that may need to be visited.