

ASSIGNMENT SHEET 5.7**Safeguarding/Storage Exercise****INTRODUCTION**

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

- 5.5 Safeguarding
- 5.6 Storage

LESSON TOPIC OBJECTIVES

Upon completion of lesson topics 5.5, 5.6, and this exercise, you will be able to:

1. Apply the basic policy for protection of classified information.
2. Select the best protective measures to use in a given situation, either through the formation of restricted areas or the application of other security measures.
3. Describe a system for use and control of security badges in a given situation.
4. Select a proper entry/exit program to use in a given situation.
5. Determine the appropriate security checks to be performed at the end of the day in a given situation.
6. Apply the requirements for the storage of classified information in a given situation.

EXERCISE DESCRIPTION

All teams will use the same set of materials, which includes a scenario, assignments and all necessary documentation to do the exercise. You will be preparing documents and developing procedures for security container allocation and use, classified information safeguarding, and facility security.

As long as your recommendations meet the minimum requirements of applicable instructions there are no "wrong answers." Your recommendations must remain within budget! Use your imagination and think "outside the box." The only wrong answers are those that do not meet the minimum Classified Information requirements as outlined in the instructions and regulations.

SCENARIO

You are the Security Manager for a Navy/Marine Corps Staff located INCONUS. The staff is vacating their old building/office spaces and is moving into another facility. Approximately \$145K has been allocated to the Security Manager for required modifications to the new facility and the purchase of additional classified information storage containers. At this time the Chief of Staff and the department heads have not decided which spaces will be allocated to which departments and are relying on your team's Classified and Physical Security Management expertise and advice. The Security Manager is to make a recommendation for space allocation based on security considerations, rules and regulations and is to develop a plan for the storage of classified information, protection of Protected Distribution System (PDS), assignment of levels of access to the staff and facility physical security.

Classified information is used throughout staff spaces and regular Top Secret meetings are held in the Admiral's/General's office and in OPS. The conference room is used by your staff and by other commands and frequently includes meetings attended by uncleared personnel **(this will not change)**.

The staff has sufficient personnel to man a two-man watch 24 hours a day, seven days a week. Operations has received more classified information and requires additional storage space

equivalent to two five-drawer class five/six security containers (safes), and anticipates a need for another two security containers during the next 6 to 10 months. Electronics has the need for two additional security containers for storage of confidential information and equipment as well as storage of a laptop size PC.

The Chief of Staff has informed you that it has become necessary for the Admiral/General to use and store Secret and Confidential information in his/her residence which is located on base.

FACILITY/BUILDING DESCRIPTION IS AS FOLLOWS:

This is a one story building with an exterior made of brick which was built in 1956. There are a total of 17 spaces within the building. The interior offices have solid wooden doors, there is a foot void between the false and true ceiling and there are heating/air-conditioning ducts entering all the spaces which are approximately 1 foot in diameter and located between the false and true ceilings. Spaces 1, 2, 5, 6, 11, 12, and 14 have double hung wooden windows (they open into each other and are "6 over 6". There is a double door front entrance/exit and three additional single doors made of metal at the sides and rear of the building. Interior walls are comprised of standard wood and sheet rock construction.

Only numbered spaces are available for assignment and those already designated "shall not" be changed. The Conference Room will remain open to outside commands and open to unclassified meetings and briefings. Could you have command classified meetings/briefings in the Conference Room, and if "yes," at what level of classification? If "yes," what measures would you need to implement to accomplish this?

1. Space Requirements for Departments are as follows:

- a. OPS Department requires three spaces. All OPS personnel have adjudicated SSBI's.

- b. Electronics Department requires one space. All Electronics personnel have adjudicated SSBI's.
- c. Supply Department requires two spaces. Some Supply personnel have no access to classified information but all have adjudicated NACLIC's.
- d. Maintenance Department requires two spaces. Some Maintenance personnel have no investigations on file and others have adjudicated NACLIC's.

In conjunction with your move your ISIC is going to fund the installation of SIPRNET and four SIPRNET drops as well as purchase three SIPRNET laptops. Where will you have the drops installed and what is the security requirements associated with the Protected Distribution System (PDS) and related equipment?

2. Personnel Summary:

28 Enlisted, 18 Officers and an additional 11 Enlisted/DoD Security Personnel (it takes approximately 5.56 military or 6.0 DoD Civilian personnel to man a 24 hour post 7 days a week).

3. Security Container Inventory and Current Users

a. Class 5/6 Safes (4 Drawers): 4 for OPS and 4 for Electronics for a total of 8.

Safe Contents Inventory

#	LOCATION	CLASS	MANUFACTURE	UNCLAS	CONF	SEC	TS
1	OPS	5	Hamilton	35%	50%	15%	0%
2	OPS	5	Mosler	30%	40%	25%	5%
3	OPS	5	Hamilton	30%	35%	30%	5%
4	OPS	5	Remington/ Rand	80%	20%	0%	0%
5	ELEC	5	Hamilton	35%	30%	20%	15 %
6	ELEC	5	Hamilton	40%	40%	10%	10 %
7	ELEC	6	Mosler	25%	50%	25%	0%
8	ELEC	6	Hamilton	50%	30%	20%	0%

BUDGETARY CONSIDERATIONS

The budget for Security related equipment and upgrades is **\$145K**. Approximate item and equipment costs (for instructional purposes only) are:

1. Public Works Engineering Site Survey, Architect and Building Plans: \$25K
2. SIPRNET Upgrade to wireless system (SECNET 11 Wireless): \$30K
3. Exterior Surveillance System (4 cameras, 4 motion sensors, 2 interior monitors): \$15.5K (note 2 pertains)
4. Interior Surveillance System (4 cameras, 4 motion sensors, 2 interior monitors): \$12.5K (note 2 pertains)
5. Secure Room: \$35K (includes X-09 and ESS system, all hardware and window upgrades) (notes 1 and 2 pertain)
6. Partial Open Storage Facility (approximately 50% of available spaces; includes two X-09's, all hardware and window upgrades, ESS system): \$55K (notes 1 and 2 pertain)
7. Open Storage Facility Upgrade: \$90K (includes two X-09's, all hardware and window upgrades, ESS system) (notes 1 and 2 pertain)
8. Card Reader System: \$18K (includes 2 readers, cards, laptop computer, camera and software)
9. Vault (includes all hardware, ESS, and one X-09): \$75K (note 1 pertains)
10. Additional X-09's: \$750 each; cipher locks: \$400 each
11. 5 Drawer Class 5/6 safes: \$6.5K

12. 2 Drawer Class 5/6 safes: \$3.5K

13. Home ESS System installation, monitoring and maintenance:
\$2.5K annual

14. 7' Chain Link fence w/18" outrigger and two entry points
(one turnstile for pedestrians and one gate for vehicles)
around your facility: \$50K

15. TSCM: free of charge (done by NCIS)

* NOTE 1: Item 1 must be purchased if any physical changes are
made to the interior of the facility

* NOTE 2: ESS Monitoring Service/Maintenance package w/NO
RESPONSE (annual): \$2.5K

ASSIGNMENTS

1. Storage

- a. Review current security container inventory provided and determine the source of additional classified storage for the OPS and Electronics departments.
- b. Determine the need for a secure room or vault; if needed make a recommendation as to where it should be located and the security measures that must be taken into consideration and/or implemented.

2. Care of Working/Living Spaces, Inspections, Security Badges

- a. Survey the office spaces and determine which would best suit the different departments based on security considerations.
- b. Determine which access controls and/or security systems you would recommend for the new spaces.
- c. Determine which, if any, Physical Security changes or purchases you will have to initiate to your new facility (doors, alarms, shrubbery, cipher locks, IDS/ESS).
- d. Determine the need for an entry/exit inspection program and location, and the need for a Badging System.
- e. Determine the need for a TSCM, and if necessary, which spaces will require the TSCM.
- f. Determine the need for and designate applicable Restricted Areas and their levels (1, 2, or 3).
- g. You have three STE phones, determine where will you place them?

- h. What exactly must be done in order for the Admiral/General to store classified information (Secret/Confidential) at his/her on-base residence? What, if any additional requirements would you as the Security Manager recommend?

3. Clearance and Access Issues

- a. What are the clearance and access issues associated with your new facility based on the security recommendations your team is forwarding to the Admiral/General?

ASSIGNMENT SHEET 5.7

SAFEGUARDING/STORAGE EXERCISE

