



SES ANNUAL SECURITY REFRESHER BRIEFING

January 28, 2012

A security clearance is a privilege, not a right.

- When you accept the privilege of access to classified information, you are also accepting the responsibilities that accompany this privilege.
- This is a lifelong responsibility.

What we'll cover...

- The investigative and adjudicative process
- Behavior that might jeopardize your clearance
- Personal activities that must be reported to your security officer
- Refresher of the basics
- Your security obligations and sources of help

Investigative and Adjudicative Process

- You were granted a security clearance after a two-step process:
 - **First step – the investigation. Inquiry into your past to gather evidence to help determine whether you can be trusted with classified information.**
 - **Second step – adjudication. Decision whether to grant or revoke your clearance based upon the investigative evidence.**

First Step: The Investigation

- Secret: National Agency Check/Local Agency Records Check
- Top Secret/SCI: Single Scope Background Investigation
- Conducted by the Office of Personnel Management (OPM) or Defense Security Service (DSS)
- For SCI Access, the agency holding the SCI will conduct additional investigations as per internal guidelines.

Second Step: Adjudication

- A review of your record of behavior (favorable and unfavorable) against the 13 *adjudicative* guidelines, or issues areas.
- Guidelines are in place to ensure decisions are fair, impartial, and consistent.
- **“Whole Person Concept”** – Adjudicators
 - **carefully weigh a number of variables;**
 - **available, reliable information about you,**
 - **both past and present,**
 - **favorable and unfavorable**

What makes the difference?

- Nature, extent, and seriousness of possible derogatory information.
- Did you voluntarily report the information?
- Were you truthful and complete in responding to questions?
- Did you seek help and follow professional guidance?
- Have you demonstrated positive changes in your behavior?

Example: Three years ago, as a result of a divorce, employee was faced with financial difficulties, resulting in an inability to meet all financial obligations in a timely manner. The employee has addressed the issues with his creditors and has been paying down his bad debt as agreed.

**SO, YOU'VE GOT YOUR CLEARANCE.
NOW, HOW TO KEEP IT!**

Standards of Conduct – The Guidelines

- To maintain access, you must recognize and avoid behavior that might jeopardize your clearance.
- Recognize behaviors in yourself or others that may need to be reported to your security officer and may signal that you or a co-worker may need assistance.
- **Early intervention** is often the key to quick, effective resolution of problems without harming you or the organization.
- Linked to the 13 adjudication guidelines.

Behavior that might jeopardize your clearance ...

13 Adjudication Guidelines

- Allegiance to the United States
- Foreign Influence
- Foreign Preference
- Sexual Behavior
- Personal Conduct
- Financial Considerations
- Alcohol Consumption
- Drug Involvement
- Psychological Conditions
- Criminal Conduct
- Handling Protected Information
- Outside Activities
- Use of Information Systems

Recognizing and Reporting Behavior

- Exhibiting one or more of the described behaviors does **NOT** mean the individual is a security risk
- Security judgment is based on pattern of behavior, not a single action. “Whole Person”
- If you are unsure, talk with your security officer or your supervisor

SELF-REPORTING...KNOWING WHAT AND WHEN TO REPORT

REPORTING OBLIGATIONS



Things your FSO will want to know

Self- reporting on your Personal Activities

- **Change in Personal Status**
 - **Marital status – married, divorced**
 - **Cohabitation – living in spouse-like relationship; intimate relationship, engaged**
 - SCI or certain Special Access Programs: report early, particularly if your partner is a foreign national
 - **Change of name**
- **Foreign Travel**
 - **SCI: Receive clearance for travel to hazardous countries**
 - **Security Office will provide State Dept advisories on hazardous conditions and any known security concerns**
 - **Receive a defensive security briefing**

Self-reporting....

Foreign Contacts

- **Must report contact with individuals of any foreign nationality, either within or outside the scope of your official duties, in which:**
 - Illegal or unauthorized access is sought to classified or otherwise sensitive information
 - You may be concerned that you are a target of an attempted exploitation
- **SCI cleared individuals must report all close and continuing relationships with foreign nationals**

Self-reporting...

Media Contacts

- **Inquiries about your job or organization**
- **Ongoing personal contacts with media representatives who cover your organization**

Pre-publication Review

- **SCI – mandatory**
- **Technical paper, book, magazine article, or newspaper prepared for posting on internet, or lecture or speech must be cleared if it contains information or knowledge you gained during your current or any previous classified job**
- **Resumes – if they contain classified or sensitive information which would otherwise not be authorized for release**

Self-reporting....

Loss or Compromise of Information

- **Suspected or actual loss or compromise of classified or other sensitive information**

First Priority: Regain control of the classified material

Self-reporting....

Adverse Information

Adverse information concerning yourself, a fellow employee, or a visitor. Adverse information is information which may indicate that permitting you access to classified, sensitive but unclassified, or proprietary information is not in the best interest of the U.S. or the Facility. This includes any recent convictions, arrests, drug or alcohol problems, major financial difficulties, etc.



Self-reporting....

Financial Problems

- **Filing for bankruptcy**
- **Garnishment of wages**
- **Have a lien placed upon your property for failing to pay a creditor**
- **Eviction from a residence for failure to pay rent**

Arrests

- **Any, regardless of whether or not you were convicted or charges were dropped**
- **Other Involvement with the Legal System: Target of legal action such as being sued**


Self-reporting....

Psychological Counseling

- **Psychological treatment is reported unless it is for marital, family, or grief counseling**
- **Strongly encouraged and endorsed**
- **Seeking help for routine life crises does not reflect adversely on an individual's judgment**
- **Viewed as a positive sign that an individual recognizes that a problem exists and is willing to take steps toward resolving it**
- **Does not jeopardize your security clearance**

So, I report a personal problem, then what?

- At some time in your life, you may face problems with inter-personal relationships, depression, alcohol, family issues, or similar difficulties
- Vast majority of those seeking professional help do not suffer damage to their career
- On the contrary, it enables one to get help with an unmanageable problem in order to get on with life
- Early intervention is often a key to early resolution



Hey Ben, do you think anyone will report us for having just one beer at lunch?

Although they restricted themselves to one only beer at lunch time, Mike and Ben still found they were not at their most productive in the afternoons.

BACK TO BASICS.....

Don't monkey around with the basics!



Protecting Classified

- Must never be left unattended
- Must never be discussed in public places
- Only be discussed on secure telephones or sent via secure faxes
- Must be under the control of an authorized person
- Stored in an approved storage container
- Never be processed on your computer unless approved by the U.S. Government

Telephone Security

- Discuss classified only on phones designated as secure
- When using a commercial phone, remember:
 - **Do NOT discuss classified...do NOT attempt to “talk around” the classified information**
 - **Terminate a call if the caller attempts to discuss classified**
 - **Be alert to classified discussions around you**
 - **Be aware that your non-secure phone call can be monitored!**

Discussing Classified Information

It is **your personal responsibility** to know that the person you are dealing with is **both properly cleared** and has a **need to know**.

You must **never reveal or discuss classified** information with anyone other than those that are:

properly cleared

and

have a need to know.

OPSEC and the Internet

“Using public sources openly and without resorting to illegal means, it is possible to gather at least 80% of information about the enemy.”

(Attributed to an Al Qaeda Training Manual)

How may the information you include in an e-mail or post on a web site help an adversary...?

- **Our intentions**
- **How we operate and our plans (CONOPS, OPLANS, SOP)**
- **Movement of forces**
- **Travel Itinerary**
- **Or simply the fact that your organization works with classified information Or employs cleared personnel**

Threat Awareness ...



Information concerning troop rotations, locations, equipment, and technology is classified for a reason. Unauthorized release of this information can have a detrimental effect on the Warfighters' survivability.



What Are Your Security Obligations?

1. Maintain the trust placed in you
2. Protect classified, sensitive unclassified, and OPSEC information
3. Report: personal life changes, adverse information, contacts, loss or compromise, lost/stolen CAC or restricted area badge, potential espionage indicators, foreign residence, and foreign interests

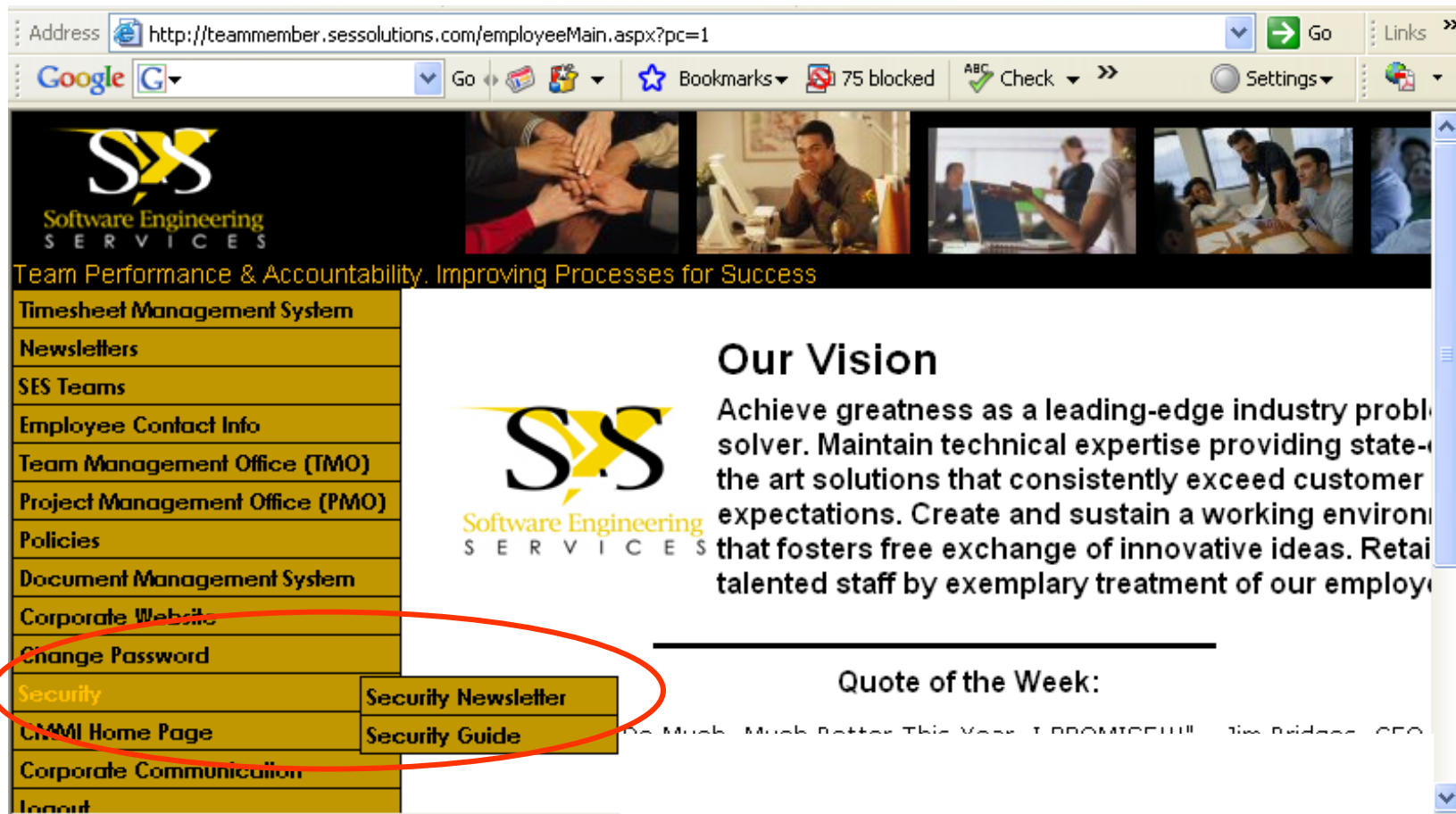
What Are Your Security Obligations? (Cont.)

4. Read SES monthly newsletters and report
5. Attend and report other government training
6. PMs of Classified Projects: Provide monthly security report

Protect the National Security of the U.S.

Sources Of Help

- NISPOM – DoD 5220.22-M
- Security Newsletters and SES Security Guide on the SES teammember website: <http://teammember.sesolutions.com>



Address <http://teammember.sesolutions.com/employeeMain.aspx?pc=1>

Google Go

Go

SES
Software Engineering
SERVICES

Team Performance & Accountability. Improving Processes for Success

Timesheet Management System
Newsletters
SES Teams
Employee Contact Info
Team Management Office (TMO)
Project Management Office (PMO)
Policies
Document Management System
Corporate Website
Change Password
Security
Security Newsletter
Security Guide
CNMI Home Page
Corporate Communication
Logout

Our Vision

Achieve greatness as a leading-edge industry problem solver. Maintain technical expertise providing state-of-the-art solutions that consistently exceed customer expectations. Create and sustain a working environment that fosters free exchange of innovative ideas. Retain talented staff by exemplary treatment of our employees.

Quote of the Week:

No Much, Much Better This Year. I PROMISE!!! Jim Bridges, CEO

Questions???

- Talk to your Facility Security Officer (FSO)
 - **Jim Moudry, 402-292-8660, ext 217**
jmoudry@sessolutions.com
 - **Carolyn Elledge, 402-292-8660, ext 210**
celledge@sessolutions.com

