



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2
1000 ARMY PENTAGON
WASHINGTON, DC 20310-1000

17 October 2005

DAMI-CD

MEMORANDUM FOR SEE DISTRIBUTION LIST

Subject: Army Security Notice 1-05: Protection of Classified and Sensitive Information

1. References:

a. Memorandum, Chief of Staff of the Army, 23 August 2005, subject: Chief of Staff of the Army OPSEC Guidance (U//FOUO).

b. AR 380-5, Department of the Army Information Security Program, dated 29 September 2000.

c. DoD 5200.1-R, DoD Information Security Program, dated 17 January 1997.

d. Memorandum, Assistant Secretary of Defense, 26 October 2001, subject: Classified Information at Meetings and Conferences.

2. In today's technologically based Army and in light of the recent OPSEC message from the Chief of Staff of the Army, reference 1a, it is apparent that there is a greater need to pay particular attention to the management of information.

3. In accordance with references 1b and 1c, security is a command function. Commanders, officers in charge, and heads of agencies and/or activities must effectively manage the information security program within their commands, agencies and/or activities. Security includes not only the safeguarding of classified information, but also unclassified, sensitive but unclassified information, and OPSEC vulnerabilities.

4. It is critical that briefing slides, notes, and e-mails are appropriately marked, transmitted, and handled according to the classification and sensitivity. Portion markings are required for both hard-copy and electronic (e-mail and files) classified documents or unclassified documents with control markings (such as for official use only). Every individual is responsible for accurately applying the proper classification, security handling/control, and classification and declassification markings on all materials generated, to include ensuring that the document is being posted on the appropriate system.

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5. With the increased use and availability of the worldwide web, documents must be reviewed for sensitivity and the classification of the information prior to posting on the Internet. The author will ensure that the document or file is current, properly classified, and bears all security control markings each time the file is created, changed, modified or updated. DoDD 5230.9 requires that any official information intended for public release that pertains to military matters, national security issues or subjects of significant concern to the Department of Defense will be cleared by appropriate security review and Public Affairs offices prior to release. This includes materials placed on the Internet or released through electronic media.

6. Hand carrying/couriering classified and sensitive information is another vulnerability because the information is susceptible to loss, theft, or compromise while in transit. Hand carrying classified information when traveling is discouraged unless there is a clear reason why the material cannot be transmitted electronically. If hand carrying classified information within the United States, its territories, and Canada has been approved by the appropriate security manager, care must be taken to ensure that the need to hand carry information has been balanced against the risk of potential loss of the information, and that the couriers understand the appropriate procedures to be followed while they are carrying out this important duty.

7. Lastly, you are reminded of the prohibition against classified meetings in public facilities. This policy was initially issued in October 2001 (reference 1d) and was reaffirmed in April 2005 as sound policy given the global war on terrorism environment. Classified meetings are not to be held in uncleared commercial facilities, such as hotels. Classified meetings are only to be held at appropriately cleared U.S. Government or U.S. Government contractor facilities.

8. Request this information be passed to all Army personnel. The point of contact is Ms. Lisa Gearhart, DAMI-CDS, (703) 695-2636, lisa.gearhart@hqda.army.mil.


JOHN F. KIMMONS
Lieutenant General, GS
Deputy Chief of Staff, G-2

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