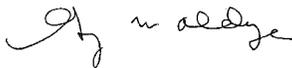


For: FAS, FSA, RMA Employees, and Contractors

**Protecting Classified Information**

Approved by: Deputy Administrator, Management



**1 Guidelines for Protecting Classified Information**

**A**

**Purpose**

This notice reminds all FAS, FSA, and RMA employees, and contractors with access to classified information of their duty and responsibility to protect classified information against unauthorized disclosure in the interest of national security.

**B**

**Authorities**

Classified information:

- is covered under the authority of Executive Order 12958, April 17, 1995, "Classified National Security Information"
- is designated and marked as "TOP SECRET," "SECRET," or "CONFIDENTIAL"
- shall be handled according to appropriate Federal laws, national security directives, and USDA, FFAS, FAS, and Department of State regulations.

**Note:** Department of State regulations apply to users at foreign posts and users connecting to Department of State systems.

Applicable regulations include:

- USDA Departmental Manual 3440-1, "Classification, Declassification, and Safeguarding Classified Information"
- FAS Regulations, Title 8, Chapter 5 (8 FASR 5), "Classification, Declassification, and Safeguarding Classified Information"

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<p><b>Disposal Date</b></p> <p>October 1, 2000</p>	<p><b>Distribution</b></p> <p>All FAS, FSA, and RMA employees; Contractors; State Offices relay to County Offices</p>
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## Notice IRM-286

### 1 Guidelines for Protecting Classified Information (Continued)

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#### B

##### Authorities (Continued)

- Department of State, Foreign Affairs Manual (FAM), Volume 12, Chapter 500 (12 FAM 500), "Information Security"
  - Department of State, FAM, Volume 12, Chapter 600 (12 FAM 600), "Information Security Technology"
  - Department of State, Foreign Affairs Handbook (FAH), Volume 12, Chapter 6 (12 FAH 6), "OSPB Security Standards and Policy Handbook"
  - Department of State Cable issued May 1998, "98 STATE 083902," "Overseas Storage of Classified Information."
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#### C

##### Storing and Processing Classified Information

Using FAS, FSA, and RMA LAN's to store or process classified information is **absolutely** prohibited.

PC's used for storing or processing classified information shall:

- have approved security measures, such as removable hard disks
- if applicable, have secure telephone units for secure telecommunications
- **not** be connected to an unclassified network.

**Note:** This eliminates the possibility of accidentally uploading classified information to another system.

Users are also reminded that electronic mail systems and the Internet are not secure and shall **not** be used to transmit classified information.

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#### D

##### Contacts

If questions about:

- information systems security, contact Brian Davies, FFAS Information Systems Security Officer, ITSD, at 202-720-2419
  - classified information, contact Clarice Crumb, FFAS Records Officer, MSD, at 202-690-1560.
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#### E

##### Obsolete Material

This notice obsoletes Notice IRM-276.

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