

15.99.02 Classified Information

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Regulation Statement

This regulation establishes guidelines governing the use of U.S. Department of Defense Industrial Security clearance for classified information.

Reason for Regulation

As a recipient of U.S. Department of Defense Industrial Security “facility clearance” status, The Texas A&M University System (system) is obligated to follow The National Industrial Security Program requirements, restrictions, and other safeguards that are necessary to prevent unauthorized disclosure of classified information and to control authorized disclosure of classified information released by U.S. Government Executive Branch Departments and Agencies to their contractors.

Procedures and Responsibilities

1. SECURITY PROCEDURES

- 1.1 The system has been issued a U.S. Department of Defense Industrial Security facility clearance for federal security purposes. Having been granted this facility clearance, the system is subject to the rules and regulations contained in the National Industrial Security Program Operating Manual (NISPOM).
- 1.2 The facility security officer (FSO), appointed by the chancellor, is directly responsible for the receipt, storage, reclassification, declassification and destruction of classified information. All requests for clearance of system employees who require access to classified information at their work location or when visiting other facilities will be initiated by the FSO. All authorizations for security clearance will be in writing and are not valid until authenticated by the FSO or designee.
- 1.3 All system members may utilize the designated security storage facilities in College Station or obtain clearance for additional storage facilities through the FSO.
- 1.4 The Department of Defense Security Office conducts periodic inspections of system facility clearance practices. Self-inspections by the system will be conducted by the FSO or designee.

- 1.5 Detailed procedures for handling classified information can be found in the NISPOM. Questions relating to classified information are to be directed to the FSO.
- 1.6 Individuals authorized to have access to classified information must follow established procedures at all times and are responsible for guarding against unauthorized disclosure of such information.

2. SECURITY VIOLATIONS

- 2.1 All violations of established security procedures must be reported to the FSO immediately so that the FSO may assist in bringing the situation back into compliance. Examples of security violations are:
 - a. Leaving a safe containing classified material open and unattended.
 - b. Allowing non-cleared individuals to have access to classified material, either by viewing classified material or by conducting classified discussions in a non-secured area or over a non-secured telephone line.
 - c. Allowing non-cleared individuals access to combinations for safes in which classified material is stored.
 - d. Sending classified material via fax machines.
 - e. Removing classified material from the building in which it is normally stored without permission from the FSO.
 - f. Copying or destroying classified material.
 - g. Generating classified material on a non-approved computer.
 - h. Storing the written combination to a safe in a non-approved container.

Security violations are recorded by the FSO in the form of the Security Incident Report. The FSO will conduct an investigation of the violation.

- 2.2 In addition to disciplinary action that may be taken pursuant to other system policy, the NISPOM requires a graduated scale of disciplinary actions in the event of employee violations or negligence.
 - a. **Minor violations** will result in a review of proper security procedures with the individual. The Security Incident Report will be kept in the employee's security file in the Security Office.
 - b. A **second minor violation** will result in the employee being required to participate in a complete review of the NISPOM requirements. The Security Incident Report will be provided to the president, agency head or dean of the college in which the classified work is being performed.
 - c. **Additional minor violations** indicate a pattern of negligence and will result in an Adverse Information Report submitted to the Defense Industrial Security Clearance Office (DISCO). The Security Incident Report and the Adverse Information Report will be provided to the president, agency head or dean of the college in which the classified work is being performed. A decision will be made by the president, agency head or dean as to the appropriate corrective action to be

taken which may be up to, and including, denying the individual access to classified information.

- d. **Major Violations include the loss, compromise and suspected compromise of classified information.** Classified material that is out of the control of its custodian or that cannot be found shall be presumed to be lost until an investigation determines otherwise. If an investigation determines that classified material is lost, the employee will be denied access to classified information for a period of at least one year. The actual length of time for lack of access will be determined by the president, agency head or dean of the college in which the classified work is being performed and the management group of the system delegated to administer government classified contracts. All major violations will be reported to DISCO and the Defense Security Services Field Office.
- 2.3 Individual Culpability Reports – When individual responsibility for a security violation can be determined and one or more of the following factors are evident, an Individual Culpability Report will be sent to DISCO.
- a. Deliberate disregard of security requirements.
 - b. Gross negligence in the handling of classified material.
 - c. A pattern of negligence or carelessness.

Related Statutes, Policies, or Requirements

[National Industrial Security Program Operating Manual](#)

Definitions

Classified information – those records, files, reports and other data or material relating to contracts between the system and the U. S. Government which are required by the contract, pursuant to Executive Order 12356 (April 2, 1982), to be protected against unauthorized disclosure in the interest of national security.

Facility Clearance (FCL) – an administrative determination that a facility is eligible for access to classified information or award of a classified contract. Contract award may be made prior to the issuance of an FCL. However, in those cases, the contractor will be processed for an FCL at the appropriate level and must meet eligibility requirements for access to classified information. The FCL requirement for a prime contractor includes those instances in which all classified access will be limited to subcontractors. Contractors are eligible for custody (possession) of classified material if they have an FCL and storage capability approved by the Cognizant Security Agency.

National Industrial Security Program Operating Manual (NISPOM) – a manual that provides baseline standards for the protection of classified information released or disclosed in connection with classified contracts under the National Industrial Security Program. This manual is issued as DoD Directive 5220.22-M.

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