Fort Belvoir Security Newsletter

Directorate of Plans, Training, Mobilization, and Security (Security and Intelligence Division)

October-December, 1st QTR FY09

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Upcoming Events

The Security Office is wrapping up Staff Assistance Visits for this fiscal year. Look for FY09's schedule in the next few months.

For an up-to-date schedule of future security training opportunities, events, or activities, contact the Security Education Training and Awareness Program Manager *(check the contact page)*

Message from the Installation Security Manager

On behalf of the Installation Security and Intelligence Division, I would like to introduce you to the inaugural Fort Belvoir Security Newsletter. The purpose of the newsletter, which will be distributed on a quarterly basis, is to improve security awareness across the Installation. In accordance with the Army Security Education Training and Awareness Program, the newsletter will provide current information on principle areas of security that impact the Garrison and supported tenant units or organizations.

The Security and Intelligence Division is the responsible office for developing the newsletter and its content. The success of this newsletter will depend on the involvement and participation of its audience. We welcome your comments, suggestions, and requests for specific information, so please help us bring a useable and beneficial product to your security program by forwarding your comments to us.

Make Security Awareness a part of your day-to-day operations! Thank you.

Margie Ritchie
Installation Security Manager

OUR MISSION

To provide procedural guidance, advice, assistance and oversight for Information Security, Personnel Security, Industrial Security, and Security Education, Training , and Awareness for Garrison activities and tenant units on the installation.

OUR VISION

To provide Fort Belvoir's Soldiers and civilians with quality and timely service in the Security disciplines.

OUR GOALS

Support readiness and mission execution. Provide a safe and secure environment for Soldiers, family members, DoD civilians, and contractors. Safeguard information, materials and facilities in the interest of national security. Optimize resources while providing quality security education, training, and services. Fulfill Garrison activities and tenant unit Personnel Security requirements, and manage the Installation Security and Intelligence Office to provide oversight and ensure regulatory compliance.

Security and Intelligence Division Overview and Staff

Meet the Security and Intelligence Division Security Team

The Security and Intelligence Division includes Information Security (INFOSEC), Industrial Security (IS), Security Education Training and Awareness (SETA), and Personnel Security (PERSEC). Some additional services we support are Foreign Representative Visitor Requests, Installation Status Reporting on applicable areas, and the Installation Operations Center and Force Protection program.

Under the Army Information Security (INFOSEC) Program, the security office provides Staff Assistance Visits (SAVs), courtesy inspections, and other INFOSEC mechanisms to Garrison and supported tenant organizations. We are here to help any organization on the Installation improve its INFOSEC program. In the future, the Fort Belvoir population will begin to see new focus on Security Education Training and Awareness. We recently brought a new member to our team who is responsible for this program.

Feel free to contact any member of the security team at the numbers below.

ATTENTION!!!
If you missed the latest Information Security Annual Refresher Training (a requirement under AR 380-5 for all Army personnel, military or civilian), please contact the Security Education Training and Awareness Program (SETA) Manager at 805-3058, or 805-2613.

Staff

Installation Security Manager: Margie Ritchie, 703-805-4012

Lead Information Security: John Davis, 703-805-2416
Information Security Program Manager: Dargely Maxwell, 703-805-2416
Information Security Specialist: Franklin Barrett, 703-805-2613
SETA Program Manager: Glenn Betha, 703-805-3058
Industrial Security and Foreign Representative Program Manager: Richard Cautle, 703-805-2817
Fax: 703-805-4010

Lead Personnel Security: Michael Anderson, 703-805-2952
Personnel Security Specialist: Najam Gul, 703-805-4006
Personnel Security Specialist: Balena Lloyd, 703-805-3515
Personnel Security Specialist: John Ridley, 703-805-4015
Fax: 703-805-4017

Installation Security Manager

Location:
Bldg 269, Room 30A

Office Hours
Monday-Friday
0730-1630

Information Security/ Industrial Security/SETA

Location:
Bldg 269, Room 028

Office Hours
Monday-Friday
0730-1630

Personnel Security

Location:
Bldg 269, Room 129

Office Hours
Monday-Friday
0730-1630

Information Security

Information Security (INFOSEC) is covered under AR 380-5, and is everyone's responsibility. This program is primarily designed to implement controls and measures to protect and safeguard classified information from unauthorized disclosure. INFOSEC is a major part of Staff Assistance Visits conducted by the security office, and is a vital program in protecting national security. Army personnel are required to receive an initial INFOSEC briefing upon arrival to a new organization, and annually for refresher training. Contact the INFOSEC Program Manager for concerns about security in your organization.

Industrial Security

For many members of the DoD Community, Industrial Security may sound like an enigma. But most are aware of the intrinsic partnership between the DoD and various pieces of industry—including infrastructure, research and development, and especially, defense contractors. Industrial Security is the Department of Defense program that establishes security guidelines for contractor organizations that handle sensitive information in non-DoD owned facilities. The National Industrial Security Program Operating Manual, or NISPOM as its affectionately called, provides members of the defense industry with the tools they need to ensure compliance with applicable security guidelines. The NISPOM is a collaborative effort between the DoD, Department of Energy, Central Intelligence Agency, and the US Nuclear Regulatory Commission. The Department of Army adopts its industrial security policies from this body of guidelines.

Security Education Training and Awareness (SETA)

Security Managers Training Seminar: The DPTMS Security Division conducted a training seminar for unit and organization security managers on 7 August 2008. This informational meeting will be scheduled bi-annually.

Training Requirement: In accordance with AR 380-5, Chapter 9, all DA personnel will be given Initial Security Orientation and Annual Refresher Training. We encourage all security managers to train your personnel throughout the year—and not only to meet the standard, but to make sure your people are equipped with the information they deserve to be aware of their security responsibilities. If you require Initial or Annual Security briefs, please contact our office.

DSS Academy: Security Managers! In addition to the upcoming seminars, you can enhance your knowledge with Defense Security Service (DSS) Academy courses online. DSS offers web based training courses in all security disciplines that easily fit your schedule; and, at no cost. Register now at http://www.dss.mil/training/enrol.htm . *The DSS FY09 Training Schedule is at*: http://www.dss.mil/training/schedule.htm.

You must be a United States citizen to hold a security clearance. There has been confusion over whether someone is a US citizen based on where they were born. US citizens are people who are:

- Born in the United States or US territories
- Born outside of the United States when at least one parent is a US Citizen by birth or naturalization.

Security Managers are responsible for verifying US citizenship before requesting an e-QIP invitation and before requesting an Interim Clearance. The following are acceptable forms for citizenship verification:

Birth Certificate; Naturalization Certificate (Form N-550 or Form N-570); Citizenship Certificate (form N-560 or Form N-570); Report of Birth Abroad (FS Form 240, FS Form 545 or DA Form 1350); or a US Passport.

Investigations

The importance of background investigations

If you require a security clearance, or you are a security manager with personnel who require security clearances, the first step is to initiate the appropriate background investigation. The type and scope of the required investigation depends on the requested level of security clearance. For example, an active duty Soldier requiring access to SECRET information would initiate the proper forms to begin a National Agency Check, Local Records Check (NACLC). Your security manager can help you determine what process you need to initiate. The Personnel Security Office for the Garrison has responsibility for personnel belonging to the Garrison and supported tenant units.

Check with your security manager on what you need to provide. You'll hear this many times, but one of the most important things to remember when filling out ANY paperwork for initiating and completing a background investigation is to be completely honest. Failure to disclose information that impacts the adjudication of your investigation may result in a denial of security clearance; and, depending on the circumstances, may be punishable under federal law.

Commanders and security managers are reminded that background investigations are costly, and to make sure there is a real requirement for a security clearance before submitting a request (AR380-67, Appendix C, Para C-1a).

JPAS Information

Joint Personnel Adjudication System (JPAS) Access

If you are a security manager that is responsible for your organization's personnel security, and you do not have a current JPAS account, contact the Personnel Security Office at 805-2952 or 805-4006.

OPSEC

Security is Everyone's Mission

Operations Security (OPSEC) is probably one of the easiest things to do right in security; it can also be one of the most overlooked. One of the simplest ways for you to do your part for Operations Security is to avoid discussing mission-related information, regardless of its classification, outside of your designated work place. OPSEC is the responsibility of everyone; help protect the force by controlling critical information and reporting OPSEC concerns or violations and suspicious attempts to solicit information to your OPSEC Officer.

OPSEC Supporting Organizations

1st Information Operations Command
Operations Security (OPSEC) Support Element (OSE)

The 1st Information Operations Command, under the direction of the Army G3, formed the Army's OPSEC Support Element (OSE) to provide centralized support and guidance to Army Commanders, OPSEC Officers and individuals , and to explore new initiatives to improve OPSEC at all levels. *(https://opsec.1stiocmd.army.mil)*

Interagency OPSEC Support Staff (IOSS)

The IOSS was created to support the National OPSEC Program by providing tailored training, assisting in program development, producing multimedia products and presenting conferences for the defense, security, intelligence, research and development, acquisition and public safety communities. Its mission is to help government organizations develop their own, self-sufficient OPSEC programs in order to protect US programs and activities. *(www.ioss.gov)*

Defense Security Service Academy (DSSA)

The DSSA provides security education and training to Department of Defense (DoD) and other US government personnel, DoD Contractors, and sponsored representatives of foreign governments. Its professional staff of instructors, technology professionals, and education support personnel combine expertise to create, collaborate and facilitate delivery of quality education and training across the security disciplines. *(http://dssa.dss.mil/seta/seta.html)*

Please submit your comments and/or suggestions regarding this newsletter to:

franklin.c.barrett@conus.army.mil