



# CDC UNIFIED PROCESS PROCESS GUIDE



**CLASSIFIED INFORMATION**

## Purpose of the Process Guide

CDC projects are required to comply with various CDC and Federal regulations, mandates, policies, processes, and standards. Information about these requirements are available from various websites and supporting documents. However, this information is often not presented from the perspective of the project team and their roles & responsibilities in complying with these requirements. CDC UP Process Guides provide that perspective.

CDC UP Process Guides help project teams comply with CDC and Federal requirements by:

1. Setting the requirements in the context of their purpose
2. Providing step-by-step instructions for completing the activities required for compliance
3. Illustrating potential integration points between processes
4. Presenting requirements in a concise, easy-to-understand, and consistent format
5. Making that presentation accessible to the CDC community via the CDC Unified Process website

The specific purpose of this Process Guide is to describe the **Classified Information** process as it applies to project teams.

## Process Overview

It is the policy of the Centers for Disease Control and Prevention (CDC) that managers and employees protect classified material – including classified equipment or classified information, regardless of physical form – from inappropriate disclosure, loss, theft, espionage, sabotage, hacking, introduction into an unclassified computer system, or other mishandling. All managers must ensure that each employee who will need access to classified material has an established security rating and has received required clearances prior to providing that employee with access to any such material. The CDC’s official policy on classified information can be found at: <http://intraspn.cdc.gov/maso/policy/Doc/policy302.htm>

The terms classified material, classified information, classified defense material and other terms using the word “classified” refer to information requiring protection in the interest of national security, whether in paper, other physical form, or in electronic form.

To determine if any of the information or material being collected or handled is classified, or for any questions pertaining to Communication Security (COMSEC), Information Systems Security (INFOSEC), Sensitive Compartmented Information (SCI), or a Sensitive Compartmented Information Facility (SCIF), the project team must contact the Office of Security and Emergency Preparedness at: 404-639-7676.

## Process Attributes

This section provides a list of process attributes to help project teams better understand the requirements necessary to comply with this process and to determine when and how they may impact their project.

PROCESS ATTRIBUTE	DESCRIPTION
<b>Process Owner(s)</b>	Office of Security and Emergency Preparedness (OSEP) team located in the Office of the Chief Operating Officer (OCCO)
<b>Process Criteria</b>	Any project which may be involved in handling, disseminating or storing classified material
<b>Timing of Process in Project Life Cycle</b>	In the Planning phase of the project lifecycle
<b>Estimated Level of Effort</b>	Contact the OSEP team to estimate the level of effort
<b>Associated Costs</b>	Generally no cost to the project except in some cases, the cost of secure equipment
<b>Process Prerequisites</b>	None
<b>Process Dependencies</b>	None



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PROCESS ATTRIBUTE	DESCRIPTION
Related Systems/Tools	None
Available Training	None
Additional Information	MASO Classified Material Policy: <a href="http://intraspn.cdc.gov/maso/policy/Doc/policy302.htm">http://intraspn.cdc.gov/maso/policy/Doc/policy302.htm</a> Office of Security and Emergency Preparedness (OSEP) Intranet site: <a href="http://intranet.cdc.gov/od/osep/numbers.htm">http://intranet.cdc.gov/od/osep/numbers.htm</a>

### Contact List

This section provides a list of individuals and/or offices that are available to assist project team in answering questions regarding the content of this Process Guide and related topics. The information is correct as of this publication. However, due to the ever-changing nature of our work environment it is possible some information may be out of date.

NATIONAL CENTER	ROLE	NAME
Office of Security and Emergency Preparedness	Branch Chief	Hamaty, Tamara
Office of Security and Emergency Preparedness	Acting Team Lead COMSEC	Teague, Melvin

### Key Terms

The CDC Unified Process Team maintains a comprehensive list of key terms and acronyms relevant to all Unified Process artifacts maintained on the CDC UP website. Follow the link below for definitions and acronyms related to this, and other, document.

<http://www2.cdc.gov/cdcup/library/other/help.htm>

### Activities Checklist

This section provides a list of steps outlining the activities associated with complying with this process, who usually performs those activities, and a list of any related documents or tools that may assist in completing the activities.

ACTIVITY	RELATED DOCUMENTS/TOOLS	PERFORMED BY
1. Work with OSEP to determine if information or material being handled or collected is classified Note: If information is classified when received, it remains classified.		Project Manager
2. If handling or collecting classified information or material, contact the Office of Security and Emergency Preparedness (OSEP)		Project Manager
3. Provide guidance on how to handle or collect classified information		OSEP team



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## Process Flowchart

This section provides a pictorial view of steps outlining the activities associated with complying with this process and who usually performs those activities.

