

# Safeguarding Sensitive Information

Modeling, Mapping, and Consequence  
Production Center

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®

US Army Corps of Engineers  
**BUILDING STRONG**®



# References

- Department of the Army Information Security Program
  - ▶ Army Regulation 380-5
- Department of the Army Freedom of Information Act Program
  - ▶ Army Regulation 25-55
- Interim USACE Policy on Release of Inundation Maps
  - ▶ Engineering Construction Bulletin 2008-10
- Release of Information to the Public
  - ▶ CEMP memorandum dated 18 November 2008
- Safeguarding Sensitive But Unclassified (For Official Use Only) Information
  - ▶ Department of Homeland Security Management Directive 11042.1



# Objectives

- Without notes, participant will correctly
  - ▶ Define FOUO
  - ▶ Summarize USACE policy on release of inundation maps
- With notes, participant will correctly
  - ▶ Summarize the requirements for designation, marking, handling, dissemination and release, storage, transmission, disposal, and unauthorized disclosure related to sensitive information



# Sensitive Information

- For Official Use Only (FOUO) is a designation that is applied to unclassified information which is exempt from mandatory release to the public
- As a general rule, most MMC products are FOUO because release of such information would pose a security risk to projects and communities



# FOUO Designation

- Inundation maps
- Dam failure models
- Consequence estimates
- Supporting data for the above items
- Correspondence containing information related to the above items (reports, e-mail, data calls, data sheets, etc)
- Other MMC products as appropriate
- When in doubt, treat it as FOUO and request guidance from the MMC Program Manager



# Marking

- An unclassified document containing FOUO information shall be marked “For Official Use Only” in bold letters at least 3/16 of an inch high at the bottom on the outside of the front cover (if any), on each page containing FOUO information, and on the outside of the back cover (if any).
- Other records such as, photographs, data files, storage media, e-mail, fax, maps, etc shall be marked “For Official Use Only” in a manner that ensures that a recipient or viewer is aware of the status of the information therein.



# Marking

- FOUO material transmitted outside the Department of Defense requires an expanded marking to explain the significance of the designation
  - ▶ “This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 USC 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with USACE policy relating to FOUO information and it is not to be released to the public or other personnel who do not have a valid “need to know” without prior written approval of an authorized USACE official.”



# Handling

- FOUO material will be handled to avoid casual or inadvertent observation by unauthorized personnel





# Dissemination and Release

- Do not distribute to unauthorized personnel
  - ▶ Only if they have a valid “need to know”
- Do not release to the public
  - ▶ Any non Federal entity
- Do not release to other Government agencies
- Do not release if originated outside USACE
  - ▶ Information owned by another organization
- Forward requests for information to MMC Program Manager
  - ▶ Decision on whether or not to release information will be made at or above the level of the MMC Program Manager



# Storage

- When in use or during normal duty hours
  - ▶ Out of sight
- When not in use or during non duty hours
  - ▶ Locked desk drawer, file cabinet, systems furniture credenza, etc
- Laptops, external drives, or other media
  - ▶ Store and protect against loss, theft, or unauthorized access



# Transmission

- First class or interoffice mail in a sealed opaque envelope
- Nonsecure fax permitted with proper marking and prior coordination with intended recipient
- Encrypted e-mail preferred
- DO NOT post to any ftp site
- Groove, sharepoint, and RADS allowed subject to access permissions of the site and “need to know” test



# Disposal

- Shred hard copy
- Sanitize digital media in accordance with current IT policy
- Disposal of record copy by authorized information official subject to additional sensitivity reviews



# Unauthorized Disclosure

- Report incidents of unauthorized disclosure to the MMC Program Manager
- Report suspicious or inappropriate requests for information to the MMC Program Manager



# Inundation Maps

- Must be designated For Official Use Only
- Public release cannot be made without HQUSACE approval
  - ▶ Includes hard copy, digital, posting to internet, ftp, YouTube, etc
  - ▶ Display and discussion during relevant public meetings is permissible
  - ▶ Information at individual locations (single property owner) can be provided if requested in writing
- Commands have authority to release to other Federal agencies (DHS, FEMA) and state and local emergency management agencies subject to “need to know”
- Forward requests to MMC Program Manager



- When in doubt, ask the MMC Program Manager for guidance

