

DEPARTMENT OF THE ARMY
BALTIMORE DISTRICT, U.S. ARMY CORPS OF ENGINEERS
P.O. BOX 1715
BALTIMORE, MD 21203-1715

CENAB-SE

5 August 2004

Security
FOR OFFICIAL USE ONLY INFORMATION (FOUO)
STANDING OPERATING PROCEDURES (SOP)

1. **PURPOSE.** To provide direction and guidance to all U.S. Army Corps of Engineer, Baltimore District personnel and contract personnel working on US Government contracts awarded by the Baltimore District concerning the safeguarding, dissemination, storage and accountability of Controlled Unclassified Information (CUI) related to dam projects.

2. **APPLICABILITY.** This SOP applies to all information/material related to unclassified dam security improvement projects.

3. **References.**

- a. AR 25-55, Freedom of Information Act, 1 Nov 97.
- b. AR 380-5, Information Security Program, 25 Feb 88.
- c. AR 381-12, Subversion and Espionage Directed Against the Army, 15 Feb 93.
- d. AR 380-67, Personnel Security Program, 9 Sep 88.
- e. AR 530-1, Operations Security (OPSEC), 3 Mar 95.

4. **RESPONSIBILITIES.**

a. Security is a command responsibility. The Chief, Security and Law Enforcement administers the Information Security Program for the District to ensure the safeguarding of classified and controlled unclassified information. He is the single point of contact for all security-related matters within NAB.

b. The protection of controlled unclassified information (For Official Use Only (FOUO), Sensitive But Unclassified (SBU)) is the responsibility of each individual who possesses or has knowledge of such information. Contractors and District Project

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personnel will become document custodians when in possession of FOUO information.

5. GUIDELINES.

a. Every effort will be made to protect information related to the security improvements of our dams. Access will be limited to those personnel involved in the projects and to contractor employees working on the projects.

b. The number of plans/drawings made to support a project will be kept to a minimum number of sets not to exceed 10 sets. Each set will be identified with its set/copy number (i.e., 1 of 10, 2 of 10, 3 of 10, etc).

c. There will be no reproduction of any project material/information without the written approval from the project manager or the District Security Officer.

d. Project material/information will be maintained under lock and key when not in use.

e. Under no circumstance will project documents/information be released to the public nor viewed by persons without a demonstrated "need to know."

f. All copies/sets of plans/drawings will be returned to government control at the end of the project.

g. Strict adherence to Chapter IV, AR 25-55 and Chapter 5, AR 380-5 is mandatory.

6. MARKING FOUO INFORMATION.

a. Documents containing FOUO information shall be marked "FOR OFFICIAL USE ONLY" in bold letters larger than the rest of the text, where practical, at the bottom on the front cover (if any), the title page (if any), the first page, and the back cover (if any). Pages of the document which contain FOUO information will be marked "FOR OFFICIAL USE ONLY" at the bottom.

b. Other documents, such as, photographs, films, tapes, or slides, shall be marked "FOR OFFICIAL USE ONLY" or "FOUO" in a manner that ensures that a recipient or viewer is aware of the status of the information therein.

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c. FOUO documents and material, transmitted outside DOD, must bear an expanded marking on the face of the document so that non-DOD recipients understand the status of the information. A statement similar to this one should be used: This document contains information Exempt from mandatory disclosure under the Freedom of Information Act (FOIA).

d. Transmittal documents which have no classified material attached, but do have FOUO attachments, will be marked with a statement similar to this one: "FOR OFFICIAL USE ONLY ATTACHMENT".

7. DISSEMINATION AND TRANSMISSION OF FOUO.

a. Information may be disseminated to all personnel involved in the project including the DOD contractor and/or consultant. Recipients shall be made aware of the status of such information.

b. FOUO information shall be transported in a manner that precludes disclosure of the contents. It may be sent via first-class mail or parcel post.

c. When material marked FOUO is removed from storage, attach a DA Label 87 (For Official Use Only Cover Sheet).

d. FOUO information may be discussed over the telephone lines with other personnel involved in the project, including the contractor and/or consultants.

e. FOUO information may be transmitted by nonsecure facsimile communications to project personnel and support contractors for official purposes.

8. SAFEGUARDING OF FOUO.

a. During normal working hours, FOUO information shall be under your control within your work area. When information is removed from storage, attach DA Label 87.

b. At the end of the day, FOUO information will be stored so as to preclude unauthorized access. At project sites, FOUO project information will be secured in security containers. If security containers are not available, locked receptacles such as file cabinets, wall lockers, or bookcases shall be used.

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9. **DISPOSAL OF FOUO INFORMATION.** All project related information will be destroyed by shredding or burning "only" when no longer needed for reference. DO NOT THROW PROJECT RELATED INFORMATION IN REGULAR TRASH CONTAINERS.

10. **UNAUTHORIZED DISCLOSURE OF FOUO INFORMATION.** The unauthorized disclosure of FOUO information does not constitute an unauthorized disclosure of DOD information classified for security purposes. Appropriate administrative action will be taken, however, to fix responsibility for unauthorized disclosure, whenever feasible, and appropriate disciplinary action shall be taken against those responsible.

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HARRY L. WILLIAMS
Chief, Office of Security
& Law Enforcement