



Defense Security Service
Office of Human Resources and Security



Security Office

Mission: Provide security support to the agency

- **Oversee the physical protection of DSS offices/employees/resources and the implementation of DoD Antiterrorism standards**
- **Develop policies and procedures for the internal DSS Information Security, Personnel Security, Physical Security, and Official Identification (badges, credentials, and Government I.D.) Programs**
- **Responsible for coordinating adverse personnel security information with the appropriate adjudicative authority and designating the position sensitivity and security clearance level of each DSS position**
- **Issue interim clearances on applicants and initiate/monitor personnel security investigations conducted on applicants/employees**

SECURITY IS EVERYONE'S RESPONSIBILITY



Information Security:

- **DoD 5200.1-R Classified Material: Classifying, Marking, Transmitting, Destruction.**
- **Security Education: Orientation, Annual Security Awareness, Defensive Foreign Travel Briefing, AT Lvl I Briefing**

Personnel Security

- **Initiate Clrnc. Process (Fingerprint, SF 86), Interim, Final,**
- **Indoc. Briefing**
- **Adverse Info/action**

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Personnel Security (Collateral and SCI) (Contd)

- **Periodic Reinvestigation**

Badge and Credentials

CAC/Building Access

Physical Security

- **Field Office Build-Out, SCIFs (Accreditation), Security Containers**

Security Information Management System (SIMS) Database

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