

National Security Information Briefing Questions

Name: _____ Agency/Bureau/Office: _____

Location: _____ Date: _____ Clearance level: _____

Please select the answer that most closely represents the appropriate action or response necessary given the particular scenario.

- 1. Scott has prepared a SECRET document for transmittal by placing the document in an envelope and annotating his office's return address, recipient's address, and the level of classification. Scott then placed the envelope into a second envelope and clearly labeled his office's return address and the recipient's address with no classified markings. Scott can:**

 - a. Send the document through the U.S. postal service Express Mail or Registered Mail.
 - b. Send the document by FEDEX.
 - c. Send the document UPS.
 - d. Any of the above since the carriers can protect official U.S. mail.

- 2. Maria left work to go home at 5:00 pm. Maria also left a folder on her desk that contained a CONFIDENTIAL classified document. An after-hours inspection in her office suite was conducted that night and the folder was found on her desk.**

 - a. Maria's actions represent a security infraction.
 - b. Maria's actions represent a security violation.
 - c. Maria's actions are acceptable because the building is guarded.
 - d. Maria's actions represent a definite security compromise.

- 3. Jill and Margie are both working on separate and distinct classified SECRET projects. Jill and Margie are both cleared to the TOP SECRET level. Jill is constantly asking questions about the nature and the status of Margie's classified project. Margie should:**

 - a. Be concerned because Jill does not have a need to know about her particular project.
 - b. Not be concerned because both she and Jill are cleared to the TOP SECRET level.
 - c. Margie should answer Jill's questions but only if Jill tells Margie about her program.
 - d. None of the above.

- 4. Diane is working on a sensitive assignment. She produces a personal memorandum containing sensitive but unclassified information that only her supervisor can see. She finds a CONFIDENTIAL stamp and stamps the memorandum CONFIDENTIAL. Diane is:**
- Authorized to mark the document CONFIDENTIAL.
 - Not authorized to mark the document CONFIDENTIAL.
 - Authorized to mark the document CONFIDENTIAL as long as she places the memorandum in a double wrapped envelope for her supervisor.
 - None of the above.
- 5. Susan's office has a new employee who was previously employed at the State Department and was cleared to the TOP SECRET level. There is a classified meeting scheduled on his first day of employment at the Department of Commerce. The new employee tells Susan that he was cleared to the TOP SECRET level when he was employed at the State Department and wants to attend the meeting. Susan has determined the employee has a need-to-know the information that will be discussed at the meeting. Susan should:**
- Verify with the State Department that the new employee had a clearance and once the information has been verified let him attend the meeting.
 - Verify with her supporting security office that the new employee has a clearance with the Department of Commerce, and once the information has been verified, let him attend the meeting.
 - Take the word of the new employee and let him attend the meeting, as everyone in her office needs a security clearance to work in her office anyway.
 - None of the above.
- 6. Scott performed derivative classification from a SECRET source document received from the CIA. His document had four paragraphs. Scott reviewed his document to ensure it was marked properly. A properly marked document would have the following:**
- Classification and declassification instructions and paragraph marking only.
 - Classification and declassification instructions and internal page marking only.
 - Classification and declassification instructions, overall marking and paragraph marking.
 - Classification and declassification instructions and overall marking.

- 7. Patty's supervisor has asked her to photocopy a SECRET classified document. Patty should:**
- Make five to ten photocopies of another non-classified piece of paper immediately after she photocopies the classified document.
 - Verify if the photocopy machine is approved for classified reproduction before proceeding.
 - Refuse to photocopy the document because photocopy machines are not allowed for SECRET reproduction.
 - Send the document out to be photocopied.
- 8. James received a SECRET document from another agency. The first paragraph is portion marked (S) for SECRET. James takes the first paragraph and paraphrases it as he puts into a newly created source document. James has just performed:**
- A derivative classification action.
 - An original classification action.
 - Both a derivative and original classification action.
 - None of the above.
- 9. Bob received a classified SECRET document from another agency. The document was marked top and bottom with the classification level, but the document had seven paragraphs that were not portioned marked.**
- The SECRET marking at the top and bottom guarantees that the entire document is SECRET.
 - The SECRET marking top and bottom indicates that all seven paragraphs are at least SECRET and Bob should portion mark the paragraphs with a (S) to reflect that.
 - There's a possibility that some of the paragraphs might be unclassified or only CONFIDENTIAL.
 - The document is marked correctly.

- 10. Just before leaving his office, Don read a classified report on a possible terrorist activity directed against one of the International Trade Administration field offices. He thought the information was very interesting and could not wait to go home to tell his wife. Don's actions are:**
- Acceptable because he knew his wife could keep a secret.
 - Authorized because his wife has a security clearance at another agency.
 - A violation because it was an unauthorized disclosure of classified information.
 - Acceptable because everyone does it.
- 11. Lou and Sally shared the same security container and both knew the combination. Lou retired from the Federal Government and moved to Florida. What action, if any, should Sally take:**
- Nothing because Lou retired, left the Federal Government and moved away.
 - Nothing because Lou's replacement will need access to the container and there is no need to change combination.
 - Have the combination changed at the end of the calendar year with the other containers in the office.
 - Have the combination changed immediately.
- 12. After twenty-five years of Federal service Earl retired from the Federal Government last year. Just recently he discussed with his son-in-law a classified project he had worked on while he was employed with the Government. According the SF-312 Non-Disclosure Agreement, Earl's actions are:**
- Acceptable, he no longer works for the Government; therefore the SF-312 agreement is void.
 - Unacceptable, the SF-312 agreement will expire five years after one leaves the federal service; therefore Earl disclosed the classified information too early.
 - Unacceptable, the SF-312 agreement is a life long contract between Earl and the United States Government; it does not expire.
 - Acceptable, the information he disclosed was only classified CONFIDENTIAL.

- 13. Jacob, who has a TOP SECRET clearance, was having a classified discussion with a co-worker, who has a SECRET clearance. The co-worker stated he has a need-to-know the information about Jacob's TOP SECRET project. Jacob then proceeded to discuss the project with his co-worker at the TOP SECRET level. Jacob's actions were:**
- a. Acceptable because the co-worker had a need-to-know the information.
 - b. Acceptable because the co-worker had a need-to-know the information and has a clearance with the Government.
 - c. Unacceptable because the co-worker is not cleared to the TOP SECRET level.
 - d. Acceptable if it's only a onetime event.
- 14. Sandy's office performed a security container "clean out." One hundred SECRET documents were torn into pieces and placed inside three separate burn bags. The destruction facility was closed for the day and was not to reopen until the next day. Sandy decided to safeguard the information until the next day by:**
- a. Storing the burn bags in a locked closet in her office.
 - b. Storing the burn bags in her office by the door because the building has a guard force.
 - c. Storing the burn bags in her security container.
 - d. Storing the burn bags at her house and bringing them to work the next day.
- 15. Elmer received cables classified SECRET from the telecommunications center. On his way back to his office, he decided to stop by the cafeteria. Elmer's action's are:**
- a. Acceptable because the cables aren't TOP SECRET.
 - b. Unacceptable, he should go straight back to his office even though the cables are protected in an opaque envelope.
 - c. Acceptable because his office is near the cafeteria.
 - d. Acceptable because the cables are protected in an opaque envelope.