



U.S. DEPARTMENT OF COMMERCE MANUAL OF SECURITY POLICIES AND PROCEDURES

Foreword

The Manual of Security Policies and Procedures ("Security Manual") is issued under the authority of Department Administrative Order 200-0, Department of Commerce Handbooks and Manuals, and has the same status as a Department Administrative Order. The Security Manual implements the laws, regulations, Executive Orders, and directives that govern the management and administration of the personnel, information, and physical security programs of the Department and outlines the policies, procedures, and standards to guide security efforts to protect Departmental personnel, property, and facilities. The provisions of the Security Manual apply to all Departmental operating units, offices, facilities, employees, contractors and associates, and others who have access to Department of Commerce facilities, information, personnel, or IT systems.

Section I outlines Security Administration in the Department and focuses on security authorities, responsibilities, applications, and security education and awareness. Section II prescribes the policies, procedures, and standards that govern the granting of eligibility for access to national security information. Section III implements Federal laws and regulations concerning security standards and safeguards to protect Classified National Security Information in the Department of Commerce. Section IV prescribes the policies, procedures, and standards that govern the implementation of physical security measures designed to protect personnel, facilities, property, and information in the Department of Commerce. Section V provides guidance on protection of sensitive but unclassified information and other security matters.

Planning for security is a management responsibility and shall be an integral part of any function or project undertaken in the Department. Heads of operating units and Departmental offices are responsible for ensuring the security of the personnel, property, facilities, and information in their respective organizations in accordance with applicable laws, regulations, Executive Orders, and directives. The Director for Security provides security advice, assistance, guidance, consultation, and services to assist heads of operating units and Departmental offices in performing their security responsibilities.

This manual supersedes all previous security manuals governing the administration of security programs in the Department, specifically, the Personnel Security Manual, dated December 1, 1988, the Physical Security Manual, dated May 1, 1990, and the National Security Information Manual (undated).

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