

CHAPTER 13

SECURITY OF CLASSIFIED MATERIAL

1. GENERAL. This chapter supplements the USDA Regulations for Classification, Declassification, and Safeguarding Classified Information which govern the classification, declassification, and safeguarding of classified records in the Department. A copy of these Regulations is provided to each employee having security clearance. All Agency employees have the responsibility for complying with these instructions and the USDA Regulations concerned with security matters.
2. CATEGORIES OF CLASSIFIED INFORMATION. Official information which requires protection in the interest of national defense will be limited to three categories of classification. These classifications, in descending order of importance, consist of TOP SECRET, SECRET, and CONFIDENTIAL. No other marking will be used to classify defense information, including military information, except as provided by statute.
3. RESTRICTIONS ON ACCESS TO CLASSIFIED INFORMATION. The possession or knowledge of classified information will be confined to persons whose specific **official** duties require such information and who have security clearance to the level of the material. A person is not authorized to gain knowledge of classified information by virtue of his/her grade or position.

An employee not having a security clearance must not accept, receipt for, read, or knowingly discuss classified information.

4. DESIGNATION OF AGENCY CLASSIFIED MATERIAL CONTROL OFFICER (ACMCO). The Director, Riverdale/Washington Business Site (R/WBS), is the ACMCO.
5. RESPONSIBILITY.
 - a. The ACMCO is responsible to the Administrator for:
 - (1) Having adequate facilities, procedures, and controls for safeguarding classified information coming within the custody or control of the Agency.
 - (2) Conducting programs, or orientation and training, on the USDA Regulations for Classification, Declassification, and Safeguarding Classified Information.
 - (3) Maintaining liaison with officials having records security responsibilities in the Department and other Federal agencies.

- (4) Controlling the acquisition and transfer of equipment and locking devices used to house classified records.
 - (5) Maintaining a current record of:
 - (a) All equipment used to house classified records (including combinations.)
 - (b) The names, home addresses, and telephone numbers of all persons who have the combination to safes and files.
 - (c) The date each combination was last changed.
 - (6) Maintaining a current listing of all Agency employees who have been granted security clearance and the degree of such clearance.
 - (7) Certifying the adequacy of facilities for storage of classified material and current personnel security clearance, as requested.
- b. All employees having a security clearance, and having access to or knowledge of classified information, will:
- (1) Acquaint themselves with and adhere to the USDA Regulations for Classification and Safeguarding Classified Information as well as those of other agencies where required.
 - (2) Safeguard classified material coming into their possession or of which they have knowledge.
 - (3) Make certain of the degree of clearance held by any person whether working in this Agency, another agency of the Department, another Federal agency, or anyone outside the Government, before discussing security classified matters. Classified material or information will not be revealed in a telephone conversation, or discussed in public places, or any place within the hearing of an unauthorized person.
 - (4) Report promptly to the ACMCO all changes in equipment used to house classified material.
6. AUDIT RESPONSIBILITIES AND ASSISTANCE AVAILABLE. The ACMCO will audit Agency records security functions. The ACMCO, or members of his/her staff, will make this audit while making records management reviews. Questions should be sent to the ACMCO, Riverdale/Washington Business Site.

Copies of Departmental Manual - Classification, Declassification, and Safeguarding Information, DM 3440-1, may be requested on CFPDC-1, Request for Forms and Publications.