The National Academies of
SCIENCES · ENGINEERING · MEDICINE

Office of Program Security

OPSEC Do's and Don'ts

- Document Marking – **DO** properly mark all documents and materials received and generated related to this activity. This includes following proper marking procedures for all notes, working papers, presentations, and reports.

- Document Handling & Safeguarding – **DO** follow guidance and instructions provided by OSEC on how to properly handle and safeguard Classified and Controlled Unclassified Information. **DO NOT send or discuss classified or sensitive information over _unclassified/unsecured phone, fax, or email._**

- Meeting Location & Classification Level Information – **DO NOT** identify specific room location or levels of classified information to be accessed or presented in: meeting agendas, email correspondence, or social media, etc.

- Conference Room Security – **DO** discuss classified and/or controlled unclassified information related to this project activity in designated secure spaces while doors are closed and security controls are in place. **DO NOT** discuss classified and/or controlled unclassified information outside of the designated secure areas (e.g. hallways, bathrooms, cafeterias, in vehicles, etc.). **DO NOT** leave classified or controlled unclassified information unattended in unsecure areas.

- Dissemination of Information About Individuals Holding Clearances – **DO NOT** make references to individual's clearance levels and access eligibilities in open areas. Communications about clearances should come from the Office of Program Security and be directed to the specific cleared individual or the relevant security office.

- Trash – **DO NOT** dispose of classified or controlled unclassified materials in open trash receptacles. Classified and export controlled materials must be destroyed by OSEC staff and removed from inventory control. Controlled unclassified materials (other than export controlled) must be placed in a shred bin designated for sensitive but unclassified information or given to an OSEC staff member for proper destruction.

- Security Related Questions – **DO** contact the Office of Program Security if you have security related questions at OSEC@nas.edu or via phone at (202) 334 – 2106.