Handling Classified and Protected Material

Many documents move in and out of the Department. Since some are more sensitive than others, special handling procedures need to be followed. For detailed information, see the appendices (located at the entrance of the towers and pavilions) referred to in the following table.

Transmittal Standard (See Appendix A)	*Transport Standard* (See Appendix B)
The transfer of classified or protected information or assets by someone without a "need-to-know" the information.	The hand-carried transfer of classified or protected information or assets by any Departmental employee with an appropriate clearance (reliability status or security clearance and a "need-to-know" the information.

Secure Telephones and Facsimiles

A secure telephone, known as a STU-III, provides a secure telephone capability for all personnel who need to discuss or transmit classified and protected information. The terminal may be used as an ordinary telephone, completely inter-operable with the public switched telephone network. It may also be used in a secure mode when the cryptographic module is activated and the terminal is communicating with another STU-III via the public network.

Note: The terminal on its own is UNCLASSIFIED. The Cryptographic Ignition Key (CIK) on its own is also UNCLASSIFIED. However, when the CIK is inserted inside the terminal, the item then becomes CLASSIFIED.

The following conditions are examples of possible compromises of security and must be reported immediately to ISDF:

- when a STU-III terminal or a CIK is lost or stolen;
- when a CIK has been left in the terminal unattended; or
- when a STU-III appears to be tampered with.

Equipment for the secure *facsimile* transmission of documents (up to Secret) is available in many offices. Controls are similar to those used for the STU III telephones.

Under certain conditions, you may be authorized to receive/listen to classified/protected information over the STU-III while you would only be authorized to speak at an unclassified level.