**Security Container Tips to Prepare for DSS Inspection**

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| **SECURE SECURITY CONTAINERS** |

**As the xxx facility is approaching the annual Defense Security Service inspection (July 13-15), Your ‘Security Team’ wanted to provide employees who are custodians of security containers with some last minute security tips on maintaining a security container.**

**ENSURE YOUR SECURITY CONTAINER IS
PROPERLY SECURED AT ALL TIMES!!!!**

1. **Make sure that you and all those who have access to the combinations of and materials inside a security container have accomplished the Security Container Briefing acknowledgements**. These are available from (insert name).
2. Ensure that all the individuals having access to the materials inside the security container have the appropriate security clearance and have all the accesses (NOFORN, Restricted Data, etc.) for the materials in the container.
3. **ALWAYS** inform security if you plan to move the container, if there is a new person given the combination to the container or if the combination to the container or lock is changed.
4. Take the time to go through your container to ensure classified documents, associated folders and media are properly marked, that the container is neat and clean and that all the classified materials are authorized for retention or support active contracts.
5. Make sure that any unclassified materials co-mingled with classified materials are appropriately marked or consider placing them in a separate folder.
6. Make sure that an Emergency Container (blue) sticker is affixed to the container identifying who are the primary and alternate custodians for the security container, additional personnel with access on the Security Container Briefing acknowledgements.

In addition, combinations for security containers must be changed as follows:

1. The initial use of an approved container or lock for the protection of classified material.
2. The termination of employment of any person having knowledge of the combination, or when the clearance granted to any such person has been withdrawn, suspended or revoked.
3. The compromise or suspected compromise of a container or its combination, or discovery of a container left unlocked and unattended.
4. At other times when considered necessary by the Facility Security Officer (FSO).

Combinations should be changed by an appropriately cleared person with authorized access to the contents of the container, or by the FSO or his or her designee.

If you have any questions, please contact your security office.