



# **Safeguarding Military Information in Historical Studies: A Handbook about Classified Information for Military Cultural Resource Managers**

Project #  
12-516

## **Background:**

There are over 60 military Directives, Instructions, Manuals, and Regulations and a plethora of Executive Orders and other documents that apply to the protection of information and the subject of this handbook. This handbook was designed to aid cultural resource professionals within the Department of Defense (DoD) and who may be contracted to the DoD to understand the requirements and design their projects to successfully integrate safeguarding information.

## **Objective:**

There is potential for cultural resource professionals through their daily work or in the development of historical studies to inadvertently release to the public information that should be protected. This study was designed to ensure that safeguarding information is taken into account by CRMs and all cultural resource professionals who work within and for the DoD.

## **Summary of Approach:**

Information that should be safeguarded is not just that which has been classified and is clearly marked as such. In developing a thorough historical study one may be: 1) providing specific details about military materiel or missions that are still considered operationally critical; 2) putting together a history using disparate unclassified sources that actually results in a document that should be classified or otherwise protected; 3) using information that you thought had been properly released, but was actually an unauthorized disclosure; or 4) using data that is not actually classified, but is considered controlled and should not be released.

Each of the above scenarios can result in an unauthorized disclosure. A CRM (Government employee or representative) has the ultimate responsibility for an unauthorized disclosure that results from their products that are publically released. If they knowingly, willingly, or negligently release information that they or their contractor produced, they can undergo sanctions or criminal prosecution. It is also important for Government contractors to understand the Federal requirements, the security of U.S. information, and the potential consequences for their clients.

The handbook was developed by working with subject matter experts in security and DoD cultural resource

management professionals to create an accurate and useful tool for DoD CRMs and contractors.

## **Benefit:**

This handbook can educate DoD CRMs and their contractors about the requirements for safeguarding information, how it can affect their project schedules and budgets, how best to plan and execute their projects to incorporate security and public affairs requirements, working with the contracting officer, and handling information that should be protected. It integrates multiple DoD documents to provide one resource for CRMs to understand the world of security and policy reviews.

## **Accomplishments:**

The handbook "Safeguarding Military Information in Historical Studies: A Handbook about Classified Information for Military Cultural Resource Managers," provides CRMs with the information they need to ensure their projects comply with the 60 documents that comprise the regulations, instruction and guidance for this topic. It includes information about:

- Typical challenges for CRMs
- Roles and responsibilities for CRMs, security professionals, contracting officers, etc.
- DoD-wide policies
- DoD Component-specific policies
- A classification primer to aid in understanding the different types of information that may need safeguarding
- How to plan and execute a project while taking into account the safeguarding of information
- DoD Component review practices
- Resources, if needed for future questions
- How to obtain access to classified information, and storing information that should be safeguarded
- It also includes definitions of terms and an annotated bibliography to aid CRMs should they have the need to obtain a source document

## **Contact Information:**

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