



# Security & YOU

Think.  
Assess.  
Protect.

## Learning Minute: **Review and Approval**

*Based on true stories from real-life at SNL*

# What do you think?

## Joe's Email

Joe is writing a system specification document, and wants to make sure he puts out a quality project. His best friend, Emma, is a technical editor for the Department of Defense (DoD) and has offered to look it over. Can Joe have Emma review his document?

## Tom's Graphics

Tom is a graphic designer who is looking for a job outside of SNL. He posted his resume on LinkedIn. To get the edge on his competition, he is creating a webpage with samples of his work from SNL. Should Tom submit his webpage content through formal R&A?

## Sally's Video

Sally starred in a security training video for SNL. She wants to show her family and friends her acting skills. Can Sally post the video on Facebook?

*Discuss*

# Answers

## Joe's Email

Emma is outside the firewall and therefore, is an external audience. Emma does not have a need to know, and cannot help Joe with his document. (If she was an official program collaborator, Joe would need to go through a programmatic review before sharing the document.)

## Tom's Graphics

Anything developed at SNL belongs to SNL, so Tom should talk to his manager and Legal to get approval to use his designs. If they approve, then he can submit his graphics to R&A for formal approval.

## Sally's Video

No, posting SNL items to social sites like FaceBook is not allowed.

**Formal review:** Needed for anything going to an uncontrolled audience.

**Programmatic review:** Needed for anything going to a controlled audience (e.g., DoD customer).

# Risks

- Once information leaves our firewall, it increases the chances of compromising our national security because we can no longer prevent unauthorized disclosure of classified and/or sensitive information.
- Not using the R&A process could result in losing control of proprietary, sensitive, or classified information.

# Learning Points

- We are all responsible for protecting vital national security assets.
- To protect our information, use formal R&A for anything being released outside SNL.
- Even if the information is from open sources (websites, etc.) it still must be reviewed before external distribution.
  - Classified information is available in open sources due to inadvertent and intentional release (e.g., websites and newspapers.). Or, you could have created classified through compilation.
- Build time in your schedule for the R&A Process.