

## **Defense Performance Management and Appraisal Program (DPMAP) Sample Classified Information Performance Elements**

In accordance with the SECNAV M-5510.36, civilian personnel, whose duties significantly involve the creation, handling, or management of classified information, must possess a security performance element on which to be evaluated. In an effort to assist with meeting this requirement, the following standard elements are provided as options:

**1. EMPLOYEE Critical Element for Managing/Handling Classified Information:**

Classified information, material and documents held by the command is safeguarded, protected, and maintained by the employee in accordance with established regulations, policies and in compliance with SECNAV 5510.36A. Required certification and trainings in the requirements for marking, handling, safeguarding and transmissions of classified information, is obtained and maintained up-to-date by the employee. Protected Information Distribution Networks and Security containers are properly identified utilizing SF700 forms and following safety and security instructions and protocols. Established procedures for daily check of security containers and securing of areas designated for classified material processing is followed.

**2. SUPERVISOR Critical Element for managing/Handling Classified Information:**

Classified information, material and documents held by the command is safeguarded, protected, and maintained by the employee in accordance with established regulations, policies and in compliance with SECNAV 5510.36A. Required certification and trainings in the requirements for marking, handling, safeguarding and transmissions of classified information, is obtained and maintained up-to-date by the employee. Protected Information Distribution Networks and Security containers are properly identified utilizing SF700 forms and following safety and security instructions and protocols. Established procedures for daily check of security containers and securing of areas designated for classified material processing is followed. Verify all new employees have undergone the proper personal investigation.