

General Security		Personal Security		Mail Bomb Precautions	
Guard Info about Yourself and Your Job - Limit discussion and accessibility of any information (written or verbal) that may provide terrorists insights for targeting - Always use secure means when passing sensitive information - Protect personal identifiable information (PII) Recognize and Report Unusual or Suspicious Behavior – iWATCH Army (http://www.army.mil/standto/archive/2010/05/10/) YOU are the first line of defense against terrorism. Be aware of your surroundings. Write down license numbers of suspicious vehicles; note description of occupants. Report anything unusual to your chain of command, local authorities or the FBI. Be Prepared for the Unexpected - Plan for the full range of threat possibilities; avoid established or predictable patterns	Maintain a Low Profile - Destroy all items that show your name, rank, or other personal information - Instruct your family and associates not to provide strangers with information about you or your family - Be cautious about giving out information regarding family travel plans or security measures and procedures - Dress to blend in with the local community (<i>avoid wearing clothes overseas that portray you as an American</i>)	- Use peephole viewers before you open the door - Don’t open the door to anyone until you know who it is - Ensure sufficient lighting exists around your residence - Be alert to strangers who are on the property for no apparent reason - Refuse to meet with strangers outside your work place	Guard Information about Yourself Maintain a Low Profile - Wear civilian clothing when riding on mass transit - Avoid car markings that identify you as senior ranking DoD personnel - Always remove base stickers if you are selling or disposing of your POV	traveling OCONUS on official orders complete Level-I AT awareness training	
	Home Security Be Prepared for the Unexpected - Brief family members on your residential security and safety procedures - Ensure family members learn a duress word and it is on file at your office - Advise associates or family members of your destination and anticipated time of arrival	Commuting/Local Travel Be Prepared for the Unexpected - Look for evidence of tampering. Look under and around your vehicle - Keep your doors locked and windows rolled up at all times - Alter routes and avoid choke points (<i>avoid predictable travel patterns</i>) - Alternate parking places - Plan safe locations (<i>police, fire, medical</i>) along your route	Awareness for Travelers Assess the Environment before Travel - State Department travel warnings (http://www.state.gov/travel/). - Combatant Command warning or restrictions - Terrorist threat Level - High crime rate areas Determine Travel Requirements - Soldiers and DA civilians complete Level-I AT awareness training - Family members age 14 and older	Travel Basics - Avoid use of rank or military addresses on tickets, travel documents or hotel reservations - When possible, travel on tourist passports - Know the location of safe zones for refuge or assistance (US Embassy, police, fire, medical) - Select an inside hotel room (away from the street-side window), preferably on the 4th–10th floors	
			Be Prepared for the Unexpected - Avoid opening or processing mail in close proximity to others - Check mail and packages for: - Unusual odors (shoe polish or almond) - Too much wrapping - Bulges, bumps, or odd shapes - No return address or unfamiliar return address - Differing return address/postmark - Incorrect spelling or poor typing - Items sent “registered” or “personal” - Protruding wires or strings - Unusually light or heavy packages - Excessive amount of postage - Oily stains on the package - Foreign appearing handwriting		

Office Security & Active Shooter Response

- Do not advertise your work location
- Protect classified and sensitive information
- Do not allow after hour visitors without escort
- Challenge anyone that is unknown

Active Shooter Response (Run, Hide, Fight)

Run

- Have an exit route and plan in mind
- Leave your belongs behind
- Keep your hands visible for police responders

Hide

- Hide in an area out of the active shooter’s view
- Lock doors and barricade your hiding spot

Fight

- As a last resort
- Only when your life is in imminent danger
- Attempt to incapacitate the shooter

Social Media Basics

- Use strong, unique passwords
- Change your password regularly
- Use a government email address whenever possible
- Make sure your computer and operating system are up-to-date
- Keep your email accounts secure and private
- Review your authorized applications
- Use extra security features
- Minimize the number of people who have access to your account
- Check for signs of compromise
- Limit outward signs of military affiliation
- Avoid posting home or work locations

Operations Security for Social Media (Dos & Dont’s)

Terrorists have said they are hunting people and their families at home. An Al Qaeda handbook tells its terrorists to seek out “Information about government personnel, officers, important personalities, and all matters related to those (resident, work place, times of leaving and returning, wives and children, places visited).

OPSEC Dos

- Question the utility of using social media (risks vs. benefits)
- Do not post personal identifiable information on social media
- Remember to practice computer security
- Before posting information to a social media site consider who might have access to the data
- Modify personal search profile (the data visible to others)
- Maintain reasonable suspicion about people you don’t know

OPSEC Don’ts

- Verify supposed “real” friends
- Watch your “friends” on social media who may post sensitive information about you or your family
- Be careful about accessing links and files on social media
- Don’t discuss work on social media
- Don’t use the same passwords for multiple sites
- Don’t use unsecured logon within public spaces
- Don’t expect or depend on social media sites to offer security or protect your privacy
- Don’t trust Add-ons
- Don’t be too generous with permissions
- Don’t post information that isn’t already available to the public
- Do not use “check-in” location features (disable them).

Terrorist Depend on YOU!

- A dynamic threat environment demands our utmost vigilance and discipline. We must refine existing protective measures to prevent or substantially mitigate any threat.
- This guide offers a number of proven security techniques and considerations that limit opportunities to be targeted by terrorists.
- For additional information go to **Army OneSource** (myarmyonesource.com), iWATCH section

