



DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
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SCCS

20 July 2004

POLICY MEMORANDUM 12-04

SUBJECT: NT Toolbox for SIPRNet to NIPRNet Cross-Domain Data Transfer

1. Reference: CJCSM 6510.01, Defense-In-Depth: Information Assurance (IA) and Computer Network Defense (CND), 25 March 2003.

2. General: This policy is intended to establish the procedures for transferring data, known to be unclassified, from a SIPRNet system to a NIPRNet system without inadvertently disclosing classified data. The transfer process is only partially automated and depends greatly on the judgment of the two individuals who evaluate the data content to be transferred. For the purpose of this policy, a "cross-domain information transfer" is transferring text-based data from a SIPRNet computer to a NIPRNet computer via an unclassified disk, e.g. "sneaker-netting." MS Word, Excel, PowerPoint, and graphics files cannot be processed in their native formats. However, text-based data may be extracted from these files and processed. Charts, pictures and graphics must originate on the NIPRNet. NT Toolbox will be part of the USSOUTHCOM baseline. NT Toolbox software tools includes: Secure Copy, which prevents unintended transfer of residual data to the disk; Flush, which overwrites residual data; and Buster, which assists in performing a sector by sector search for "dirty" words. A critical aspect of the overall process is a proactive, skilled human review. Depending on the target audience, a Foreign Disclosure Officer (FDO) may be required to perform the review. This policy does not apply to SCI computer networks.

3. Process Overview. The process is divided into three steps: production, review/release, and transfer. It takes place on the SIPRNet, and then transfers to the NIPRNet.

a. Production. The producer may assemble and modify data from a variety of IT assets on the SIPRNet. To ensure proper performance of NT Toolbox the producer must carry out the following procedures, which are published on the USSOUTHCOM SIPRNet and NIPRNet portals within the SCJ62 webpage under "Cross Domain Transfer: NT Toolbox Procedures."

(1) The disk must be blank and must never have contained classified data.

(2) Use a new disk if it possibly will be released outside USSOUTHCOM control, e.g., other combatant commands, Department of Defense agencies, multinational networks, etc. Involve the FDO when appropriate. A previously used disk is authorized if it will not be released outside USSOUTHCOM control, but completely reformat the disk before transferring the data from the SIPRNet to the disk.

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(3) Copy files in accordance with published procedures using the Secure Copy utility.

(4) Overwrite the data residue with the published procedures using the Flush utility.

(5) Search the data for dirty words with the published procedures using the Buster utility.

Note: The producer plays a crucial role in the interactive dirty word search. The producer must be familiar with the data and be 100 percent positive that the content is unclassified.

b. Review/Release. The data must be reviewed and approved for release by a human reviewer on the SIPRNet before the data can be transferred to the NIPRNet. The reviewer cannot be the same person as the producer of the data product, and must be familiar with the data and its security classification.

(1) The role of review authority is a formal duty, and selected individuals must be appointed in writing at the directorate, division, or special staff level.

(2) The reviewer must manually review the data to ensure that it contains the appropriate security markings and that its contents are appropriate for release to the NIPRNet.

(3) Data not approved for release may be resolved immediately by the reviewer or returned to the producer for resolution.

(4) Once data is thoroughly examined and approved for release to the NIPRNET, the manual transfer process may take place.

(5) The producer will ensure that he/she and the review authority complete a "cross domain data transfer" form (found on the same SCJ62 website) to record the event. The producer will ensure the form is presented to the appropriate Information Technology Officer (ITO). The data transfer process is neither complete nor legitimate until the ITO has this written record. The ITO will maintain the form on file IAW the joint records management manual.

c. Transfer. Proceed to this step only after the two steps outlined above are properly completed.

(1) Manually insert the disk into the NIPRNet system and copy data into the system.

(2) Although the disk was inserted into the SIPRNet previously, the only data resident on the disk has been properly sanitized for the NIPRNet. The data can now be disseminated via the NIPRNet.

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4. The point of contact is SCJ622, Policy, Training and Assessments Branch, DSN 567-2657.

FOR THE COMMANDER



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