



# ADF CADETS – GUIDE TO SECURITY

## What is security?

Security is the protection of the people, property, information, capability, partners and reputation of the Australian Defence Force (ADF).

People
Property
Information
Capability
Partners
Reputation

## Why is security important?

The ADF protects our country and because of this many people want the information and assets we have. If the wrong people access this information or obtain our assets, it could put both what we do and the lives of our people in serious danger.

To protect yourself, ADF Cadets, the ADF and Australia, it is important to understand and follow security procedures at all times.

## Who is responsible for security?

Every cadet, instructor, adult volunteer and officer is responsible for ensuring security measures are observed every day. Defence leaders such as commanders, supervisors and managers hold additional responsibilities.

## Are there different types of security?

There are 4 types of security:

1. **Physical security:** a secure environment on a Defence site, e.g. guards, alarms.
2. **Personnel Security:** only suitably checked people have access to our information.
3. **Information Security:** no unauthorised access to official information.
4. **Cyber Security:** protected information storage and transfer.

## Cyber security

With the growing influence of the internet and social media, cyber security is becoming more and more important in our everyday lives. For Defences' and your own cyber security:

- Do not connect any items, such as USBs, smart phones (even if it's just charging) or iPods to Defence computers or electronic devices
- Do not respond to SPAM or phishing emails – they can be used to trick you into giving out personal information or releasing dangerous software onto your computer.
  - For example: an African Prince almost never needs your help getting his inheritance.
- Avoid geotagging your photos – this automatically puts your location in the data and can accidentally cause an information breach.
- Make sure all of your comments, photos and other social media activities don't compromise Defence's operational or personnel security.
  - Cadets must not post pictures or details of Defence capabilities or personnel unless approved by your commander or manager.

Go to [www.defenceyouth.gov.au](http://www.defenceyouth.gov.au) for more information on cyber security and securely using social media.





## Physical security

Physical security measures may include:

- Wearing your ADF Cadets ID card
- Locking doors and cabinets which hold valuable assets and information
- Asking strangers to identify themselves
- Being aware of the unit's lockdown and emergency procedures.

## Threats to security

Who can threaten Defence security?

The most dangerous threat is the 'trusted insider'.  
Definitions of the other threats are in the Youth  
Policy Manual Glossary on [www.defenceyouth.gov.au](http://www.defenceyouth.gov.au)

<b>Trusted Insiders</b>
<b>Foreign Intelligence Services</b>
<b>Criminal Groups</b>
<b>Terrorists</b>
<b>Issue-motivated groups</b>

## Who is the trusted insider?

A trusted insider is someone who has inside knowledge of Defence and how it operates and uses this to undertake hateful and/or disruptive acts, such as; burglary, theft, property damage and letting someone onto a Defence base without authorisation. Trusted insiders can also be someone who accidentally or unknowingly discloses sensitive information, such as the layout of a base, without realising it.

Examples of an insider threat may include:

- a civilian friend of an ADF Cadet asking the cadet about the weapons, firearms and/or ammunition stored in their cadet unit and/or
- an acquaintance asking an ADF Cadet how they get onto a Defence base and where their unit is located within the Defence base.

There are five main types of trusted insider activities:

1. unauthorised or accidental release of sensitive information
2. corruption of processes
3. helping someone access Defence's assets
4. physical sabotage
5. digital or cyber sabotage.

The best way to prevent trusted insiders is being aware of your security responsibilities and report concerning behaviours, like:

- increased nervousness or anxiety
- saying bitter and/or angry things about Defence
- repeated requests for access to cadet weapons, firearms, ammunition and/or attractive sellable items such as laptops
- unusual interest in sensitive or classified information
- saying something or doing something that doesn't seem 'right'.

If you see anyone, or know of anyone, behaving like this report it to a Cadet officer, instructor, supervisor, manager or commander.





## Criminal organisations

Criminal organisations such as outlawed motor cycle gangs and illegal drug distribution organisations are interested in obtaining Defence assets such as firearms and ammunition. They will use people who have access to Defence bases to gain information which they can then use to further their criminal activities.

## Your key security responsibilities

### 1. Practice need-to-know

We want you to enjoy and share your time at cadets, but keep in mind what people 'need-to-know'. If someone is asking what you do in an emergency at a base, think: do they really need to know that?

### 2. Report security incidents and suspicious contact

Report any security incidents or suspicious behaviour to your cadet officer, instructor, supervisor, commander or manager. This can include losing your cadet pass or having a stranger approach you asking questions about a base. If you think it could be a security risk – report it.

### 3. Protect your ADF Cadets ID card

When you're parading on a Defence site always wear your Cadet ID card and remove it when you leave. If you lose your ID card let your cadet officer, instructor, supervisor, commander or manager know as soon as possible and follow their instructions to get a new one.

### 4. Follow visitor security rules

- Never leave visitors unescorted.
- Don't let visitors access sensitive information unless they are authorised to.
- Make sure visitors always display their pass and return it when they leave.

**NOTE:** cadets or adult volunteers are not to sponsor or escort visitors on Defence bases.

## SAFEBASE

The SAFEBASE alert system matches local security measures to the threat level. The three levels are shown here.

The SAFEBASE level can vary between Defence sites, and are displayed at the entry points of each Defence establishment. Ask your supervisor, commander or manager if you cannot find your SAFEBASE level.

